

**City of Port Colborne
Council Meeting Agenda**

Date: Tuesday, October 28, 2025
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Pages

1. Call to Order

2. National Anthem

3. Land Acknowledgement

The Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hatiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The City of Port Colborne stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

4. Adoption of Agenda

5. Disclosures of Interest

6. Proclamations

6.1 Royal Canadian Legion, Branch 56 - Poppy Campaign, October 26 to November 11, 2025

1

7. Presentations

7.1 Canal Days Re-Cap Presentation

3

7.2 Canal Days Re-Cap Presentation - Museum

34

8. Delegations

In order to speak at a Council meeting, individuals must register no later than 12 noon on the date of the scheduled meeting. To register, complete the online application at www.portcolborne.ca/delegation, email deputyclerk@portcolborne.ca or phone 905-228-8118.

9. Mayor's Report

10. Regional Councillor's Report

11. Consent Agenda

All items listed in the Consent Agenda are subject to a single motion that is not debatable. A Member may make a brief comment or ask a question regarding a Consent Item prior to the consideration of the motion, however, if an item requires further discussion, debate, or an amendment it must be removed from the Consent Agenda and dealt with under Items Requiring Separate Discussion.

11.1 Approval of Minutes

- | | | |
|----|--|----|
| a. | Regular Council Meeting - October 14, 2025 | 45 |
| b. | Special Council Meeting - October 21, 2025 | 57 |

11.2 Receipt of Minutes of Boards & Committees

- | | | |
|----|---|----|
| a. | Port Colborne Public Library Board - June 4, 2025 | 61 |
|----|---|----|

11.3 Staff Reports

- | | | |
|----|--|-----|
| a. | Fire Master Plan and Community Risk Assessment, 2025-209 | 66 |
| b. | Nickel Beach Lease Agreement - Amendment, 2025-200 | 222 |

11.4 Receipt of Correspondence Items

- | | | |
|----|--|-----|
| a. | Township of Puslinch - Endorsement of the City of Dryden's Resolution - Swim-to-Survive Training | |
| b. | Town of Ajax - Provincial Decision on Automated Speed Enforcement (ASE) | 247 |

12. Items Requiring Separate Discussion

- | | | |
|------|---|-----|
| 12.1 | Council Update and Workshop- New Official Plan - 2025-207 | 250 |
|------|---|-----|

13.	Staff Remarks	
14.	Councillors' Remarks	
15.	Motions	
16.	Notice of Motions	
17.	By-laws	
17.1	By-law No. 7397/88/25	251
	Being a By-law to Authorize Entering into a Lease Amending Agreement with Vale Canada Limited Regarding Nickel Beach	
17.2	By-law No. 7398/89/25	258
	Being a to Re-Establish a System for Administrative Penalties for Non-Parking Offences within The City of Port Colborne and to Repeal By-law Nos. 6902/50/21, 7060/05/23, 7104/46/23, 7140/82/23, 7190/13/24, 7192/15/24, 7194/17/24, 7243/65/24, and 7325/16/25.	
18.	Closed Session	
18.1	Approval of Closed Session Minutes	
	a. Regular Council Meeting (Closed Session) - October 14, 2025	
	b. Special Council Meeting (Closed Session) - October 21, 2025	
18.2	Staff Reports	
	a. Recommended Appointments to the Boards and Committees – Fall Recruitment Period, 2025-213	
	Recommended Appointments to the Boards and Committees - Fall Recruitment Period, 2025-213 pursuant to the <i>Municipal Act, 2001</i> , subsection 239(2)(b)personal matters about an identifiable individual, including municipal or local board employees.	

- b. Human Resources Department Report, 2025-208 - Fire and Emergency Services Staffing

Human Resources Department Report 2025-208 - Fire and Emergency Services Staffing pursuant to the *Municipal Act, 2001*, Subsection 239(2)(b) personal matters about an identifiable individual, including municipal or local board employees, and subsection 239(2)(d) labour relations or employee negotiations.

18.3 Chief Administrative Officer Performance Appraisal

19. Back to Open Session

20. Procedural Motions

21. Confirmatory By-law

21.1 By-law No. 7399/90/25

305

By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne.

22. Adjournment



The Royal Canadian Legion
Branch 56
Mailing Address: PO Box 31,
Port Colborne, ON L3K 5V7
Street Address: 67 Clarence St.
Port Colborne, ON L3K 3G1
Phone: 905-834-9512
Fax: 289-836-8368
rclportbranch56@hotmail.ca

October 16, 2025

November 11th Remembrance Day is fast approaching. This is an opportunity for everyone to remember those who gave of themselves for our freedom.

At this time we are requesting Council's approval to hold our Annual Poppy Campaign commencing Friday, October 26th through to November 11th. Remembrance Day services will be held at H.H. Knoll Park Cenotaph on November 11th.

Yours in Comradeship,

Harry Hamilton, President
R.C.L. Branch 56, Port Colborne



October 28, 2025

Mover Councillor R. Bodner
Seconder Councillor D. Elliott

That I, Mayor William C. Steele do hereby proclaim October 26th, 2025 to November 11th, 2025 as "Poppy Week" in the City of Port Colborne in honour of the men and women from Port Colborne who gave their lives during the two world wars, the Korean War and the Afghanistan War.

William C. Steele
Mayor

CANAL DAYS

PRESENTED BY  GIO RAILWAYS

2025 RECAP PRESENTATION TO COUNCIL



2025 AT A GLANCE





65,000

unique visitors to
the festival over
four days



26,000

attendees at the
Canal Days
concert series



20,000

spectators at the
fireworks show



67

sponsors



43+

bands, singers &
musicians throughout
the festival grounds



12

restaurants and
bars serving
alcohol to go



150+

food, artisan,
craft and
other vendors



1100

cars at the
classic car
show



200+

event volunteers
supporting the
festival



15

community
partners

Highlights

- Hazardous Vehicle Mitigation
- Vendor focus
- Indigenous vendors
- Family-friendly programming
- Ticketless bar services

CANAL DAYS BUDGET



Budget & Forecast

City of Port Colborne 2026 Operating Budget Canal Days

	2025 Budget	2025 Forecast	2026 Budget (Proposed)
Revenue			
User Charges	390,000	339,900	410,000
Government Transfer	100,000	125,000	100,000
Other Revenue	352,000	380,900	425,100
Total Revenue	842,000	845,800	935,100

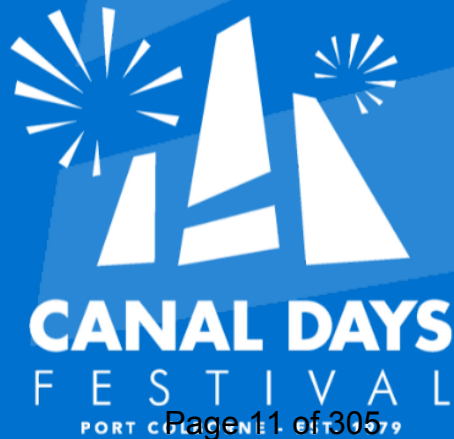
Budget & Forecast

	2025 Budget	2025 Forecast	2026 Budget (Proposed)
Expense			
Materials	426,100	519,000	386,500
5100:Communication and Public Relations	70,000	49,000	80,000
5110:Cost of Goods Sold	110,000	123,200	106,000
5150:Program Supplies	200,100	322,050	159,500
5160:Utilities	1,000	150	1,000
5180:Sponsorship	45,000	24,600	40,000
Contract Services	440,000	461,000	539,250
5220:Other Services	380,000	415,300	479,250
5230:Repair and Maintenance Services	60,000	45,700	60,000
Rents and Financial Expenses	75,900	46,500	109,350
5400:Equipment Rental	70,000	41,800	103,250
5410:Financial Expenses	5,900	4,700	6,100
Total Expenses	942,000	1,026,500	1,035,100
Surplus/(Deficit) Before Allocation	(100,000)	(180,700)	(100,000)

Security Spending Explained

- Security Services RFP
- Security Director
- Emergency Control Room
- NRP and Tactical Unit Presence
- Infrastructure
- EMS Services

SPONSORS RECAP



Corporate Sponsorships

- Multi-year agreement with GIO Rail as title sponsor
- Sponsorships for Canal Days and other Community Events
 - \$355,000+, plus in-kind donations
 - Increase from \$300,000 in 2024
 - 67 sponsors in 2025
 - Increase from 56 in 2024

THANK YOU, SPONSORS!

ADMIRAL \$75,000



GIO RAILWAYS

Presenting the 47th Annual Canal Days
Marine Heritage Festival

LIEUTENANT \$30,000



Co-presenting the fireworks display

CAPTAIN \$20,000



VALE

Presenting the volunteers and
medical tents



THANK YOU, SPONSORS!

QUARTERMASTER \$10,000



Joint sponsorship



Presenting the Kids Zone



Presenting the Recreation Zone



Joint sponsorship presenting the Empire Sandy

FIRST MATE \$5,000

AsahiKASEI



Corporation de Gestion de la Voie Maritime du Saint-Laurent

The St. Lawrence Seaway Management Corporation



BOATSWAIN \$3,000



london agricultural commodities, inc.

LOGISTEC

Scotia Wealth Management.

Scott Brown, CFP® CIM® | Wealth Advisor



SID GRABELL
CONTRACTING



CANADIAN NIAGARA POWER INC.

A FORTIS ONTARIO
Company

Jungbunzlauer



WESTPIER

LUBRICANTS WELDING INDUSTRIAL
SAFETY FASTENERS MARINE

905-834-7822



DECKHAND \$1,000

- Associated Engineering
- Azure Sustainable Fuels
- B&C Truck Centre
- Barber Hymac Hydro
- Brandon's No Frills
- Bell Marine
- CHS Realty
- Doane Grant Thornton

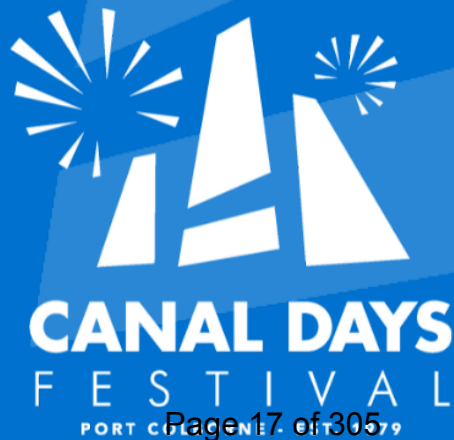
- Dominos
- GFL Environmental Services
- Loaf & Lather
- Murdoch Tire
- Niagara Inflatables
- Niagara Soil Solutions Ltd.
- Niagara Trailers
- NPG Planning Consultants

- Olymel
- Ontario Marine Council
- Stolk Construction
- Subway
- Sobeys
- Vergel Condos
- Watson & Associates
- West Street Studio
- Oskam Steel

SPONSORSHIP GOING FORWARD

- Continuing to grow the program in 2026
- Additional opportunities for sponsorship of community events outside of Canal Days including advertising at the Vale Health and Wellness Centre

VISITOR INFORMATION



Festival Data Collection

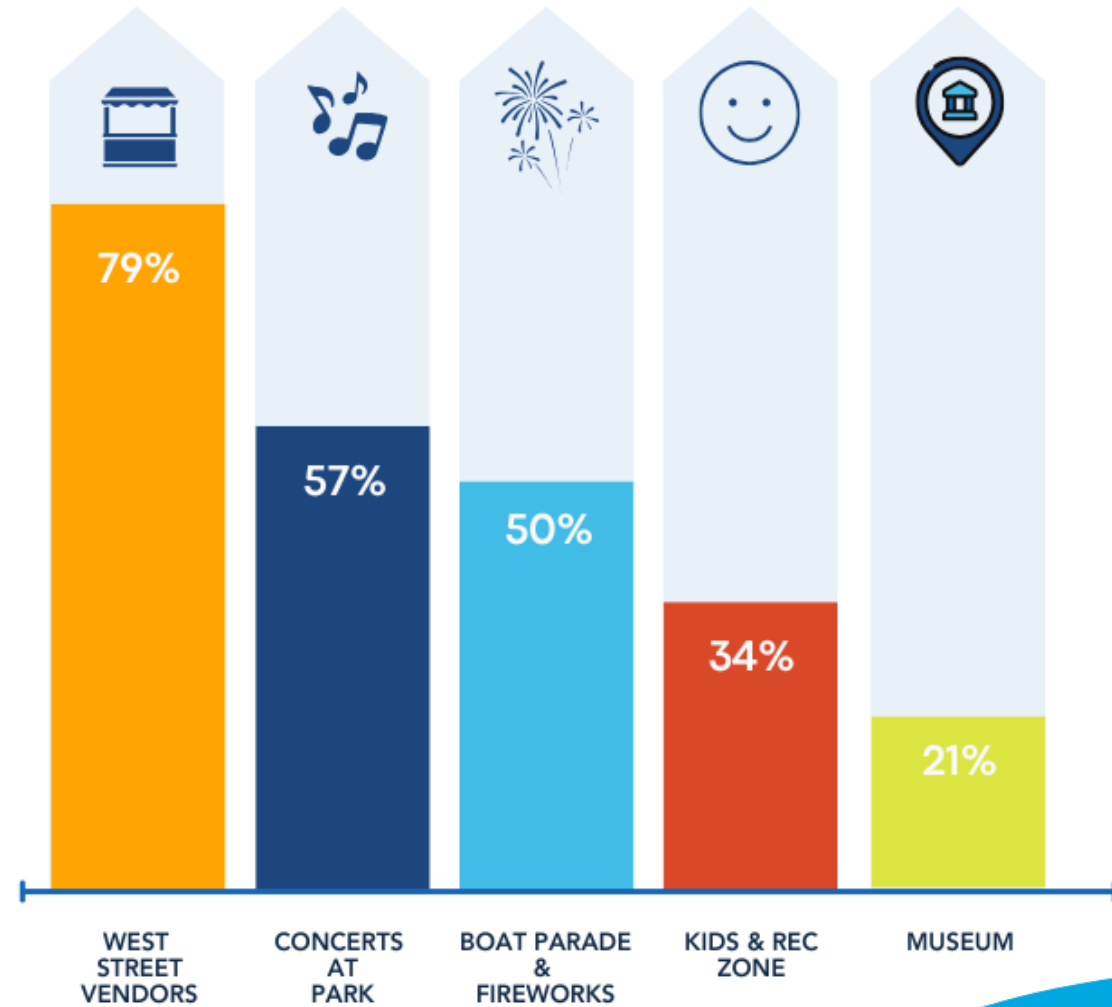
- Canal Days Visitor Survey
- Destination Ontario Data Collection

Festival Survey

- Total engaged 591
- Favourite music choice
- Hours attended

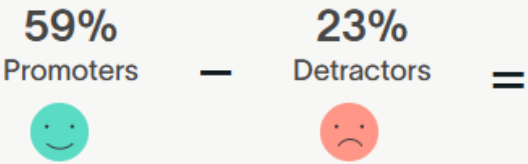
Festival Attractions

Which festival attractions did you/do you plan to visit or use?

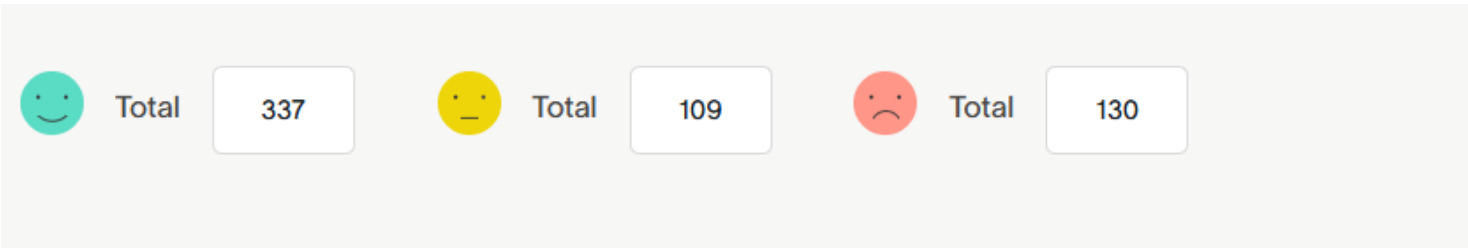


Net Promoter Score

Question: How likely are you to recommend Canal Days to a friend or colleague?



Your NPS score
36
[Benchmark comparisons](#)
[Start over](#)



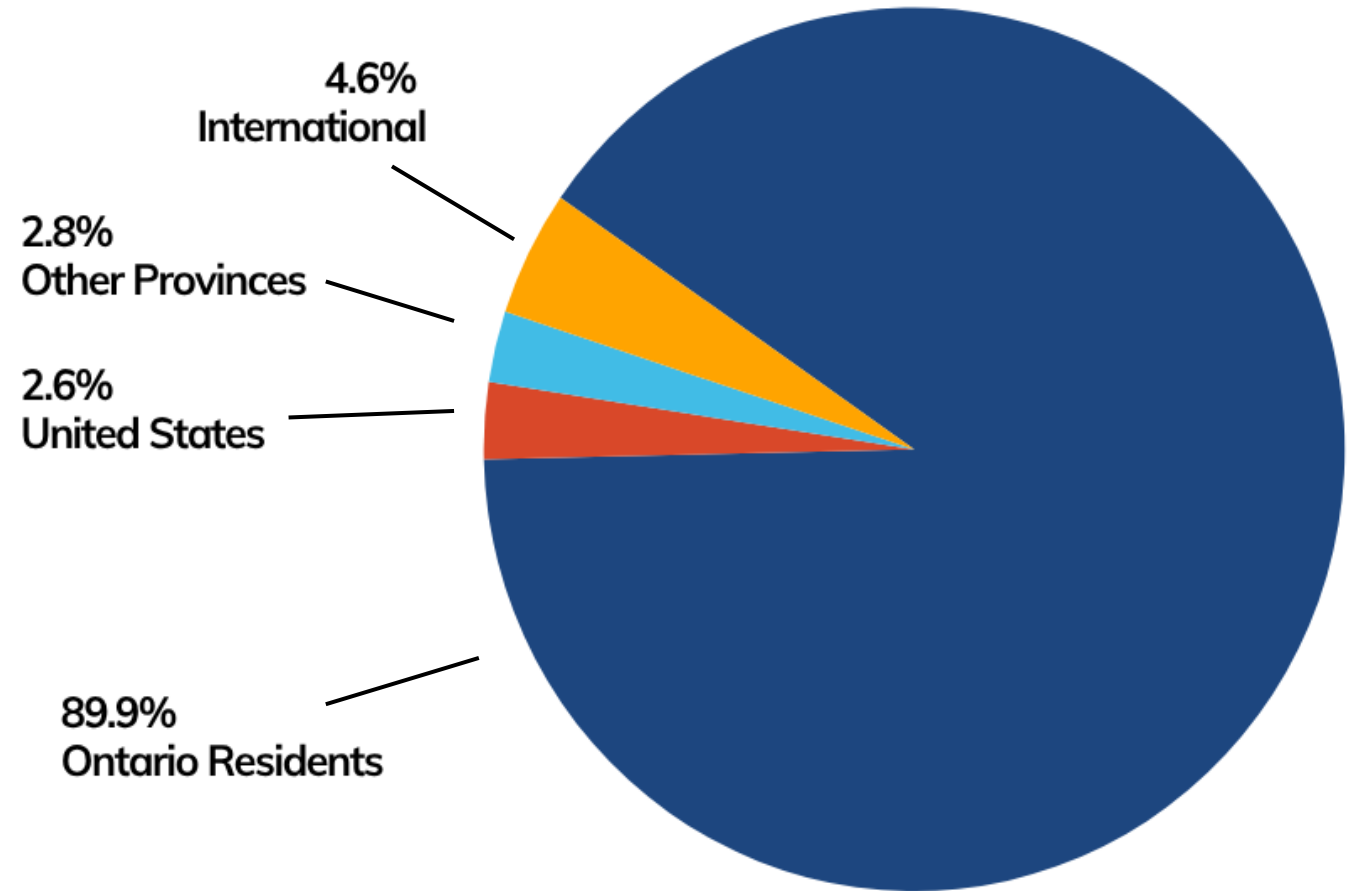
A score of +36 means our customers are more loyal than average.

Economic Impact

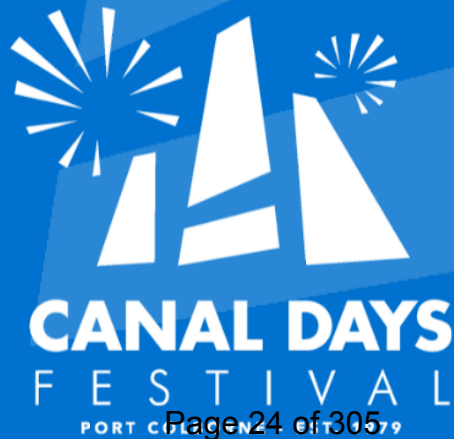
- Festival spending at a glance
 - 16% of attendees spent \$40 or less
 - 30% spent \$75-150
 - 23% spent \$200 or more
- 88% of attendees planned to support a local business elsewhere in Port Colborne before or after attending the festival

Destination Ontario

- Total engaged 1,196
- A significant portion of visitors were local or regional day-trippers.
- There was also a surprising number of international visitors



FEEDBACK MATTERS



Feedback Collection

- Volunteer & staff survey
- In-person staff debriefs
- Event partner debriefs
- Vendor and business surveys
- Social Media monitoring

From Volunteers

"It would be helpful to have additional signage on festival grounds and larger signage at entrances reminding visitors of Niagara Region's Smoke and Vape-Free Outdoor Spaces By-law."

From Local Businesses

"As a new addition to the Clarence Street Canal Days festivities, I really appreciated having a new and vast array of vendors joining us on the street as well as being able to serve alcohol. I think that the city planners did an excellent job, and I was proud to participate!"

From Vendors

"No complaints at all this year. I absolutely loved my spot. The traffic flow was great, staff was very helpful, and the overall organization was amazing. Great job, looking forward to next year!"

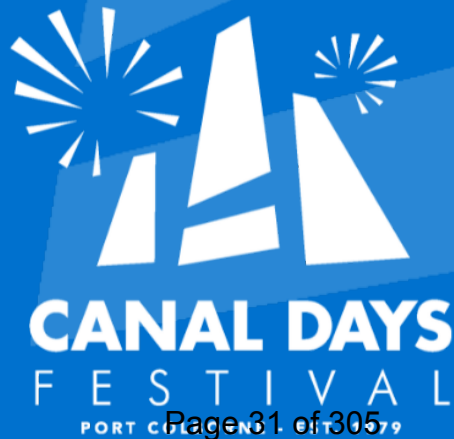
From Event Goers

“For a small town to hold a festival of this size is astounding and I'd like to thank City of Port Colborne staff, organizers and volunteers for pulling it off yet again. We didn't see one unhappy face in our travels!”

From City Staff

“It's hard to pinpoint any one thing, but it is amazing to see Port Colborne just come alive. There is something fun and interesting, and happy in every corner of the City. Perhaps the variety of events that we offered, and the enthusiasm from staff, vendors, residents, and visitors!”

2026 FESTIVAL



Top Recommendations

- Cellular data boosting
- Shared Hazardous Vehicle Mitigation Services
- Security Plans
- Musical programming
- Data collection
- Marine heritage

THANK YOU!



MUSEUM'S CANAL DAYS

SPONSORED BY

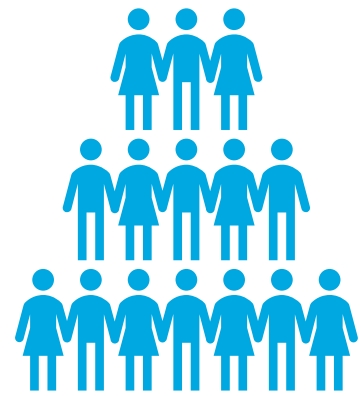


2025 RECAP PRESENTATION TO COUNCIL



2025 AT A GLANCE

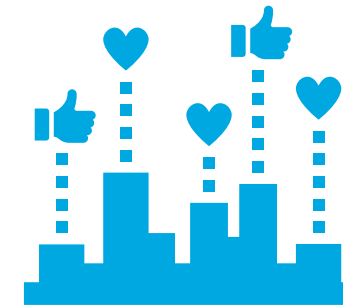




5,500
visitors over 3
days



100 +
volunteers



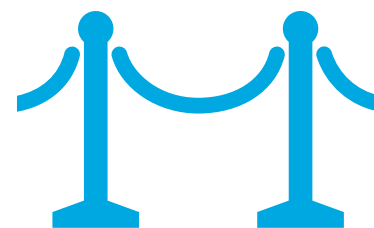
15
community
groups



3
sponsors



14
buildings
activated



7
exhibits



8
re-enactors
groups &
performers



15
hands-on
activities



4
food vendors



HIGHLIGHTS



Heritage Focus

- Marine
- Local History



Indigenous Inclusion

- Strong Water Singers
- Niagara Region Metis Council
- #hopeandhealingCanada



50th Anniversary

- Expansion of field
- New groups and vendors
- New activities
- Increase in attendance and revenue



Family Friendly Programming

- Shady, seating, range of activities that are free

CANAL DAYS BUDGET



SPONSORS RECAP



Friends of Roselawn Centre



Bell Marine



Lower Lakes Towing Ltd.



2026 FESTIVAL

 CANAL DAYS
FESTIVAL
FORT COCKERMAN, EST. 1976

 PORT COCKEYER HISTORICAL & MARINE
MUSEUM
...more than a museum!



THANK YOU!



Our festival would be impossible without the amazing staff and dedicated volunteers. We look forward to an exciting 48th Annual Canal Days Marine Heritage Festival at the Museum and Roselawn!

THANK YOU!

QUESTIONS



City of Port Colborne Council Meeting Minutes

Date: Tuesday, October 14, 2025
Time: 6:30 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Members Present: M. Aquilina, Councillor
M. Bagu, Councillor
E. Beauregard, Councillor
R. Bodner, Councillor
G. Bruno, Councillor
F. Danch, Councillor
D. Elliott, Councillor
T. Hoyle, Councillor
W. Steele, Mayor (presiding officer)

Staff Present: E. Acs, Chief Planner
J. Beaupre, Deputy Clerk
S. Double, Fire Chief
G. Long, Acting Chief Administrative Officer
C. Madden, City Clerk
K. Martel, Manager of Planning
D. Rodgers, Chief Building Official
S. Shypowskyj, Director of Public Works

1. Call to Order

Mayor Steele called the meeting to order at 5 p.m.

2. Adoption of Agenda

C-25- 199

Moved by Councillor G. Bruno
Seconded by Councillor M. Aquilina

That the Council agenda dated October 14, 2025, be confirmed, as circulated.

3. Disclosures of Interest

There were no disclosures of interest.

4. Closed Session (Beginning at 5 p.m.)

C-25- 200

Moved by Councillor F. Danch

Seconded by Councillor R. Bodner

That Council do now proceed to meet in Closed Session at 5:01 p.m. under the Municipal Act, 2001:

- Subsection 239(2)(b), where a closed session meeting is held if the subject matter being considered are personal matters about an identifiable individual, including municipal or local board employees.
- Subsection 239(2)(f), where a closed session meeting is held if the subject matter being considered is advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- Subsection 239(2)(i), where a closed session meeting is held if the subject matter being considered is a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization

Carried

4.1 Approval of Closed Session Minutes

- a. **Special Council Meeting (Closed Session) - September 20, 2025**
- b. **Regular Council Meeting (Closed Session) - September 23, 2025**

4.2 Verbal Updates

- a. **Confidential Verbal Update from the Director of Development and Government Relations Regarding Ongoing Negotiations**

- b. Confidential Verbal Report from Chief Building Official - Building Division Legal Matter**

4.3 Staff Reports

- a. Confidential Human Resources Department Report, 2025-176**

5. Back to Open Session (Beginning at 6:30 p.m.)

C-25- 201

Moved by Councillor T. Hoyle

Seconded by Councillor D. Elliott

That Council does now rise and reconvene from Closed Session at 6:47 p.m. with report:

4.1 Approval of Closed Session Minutes

That the Closed session minutes be approved.

4.3 Staff Reports

- a. That Confidential Human Resources Department Report 2025-176 be received; and

That staff follow the direction provided in Closed Session.

Carried

6. National Anthem

Everyone stood for the national anthem.

7. Land Acknowledgement

The Land Acknowledgement was read:

The Niagara Region is situated on treaty land. This land is steeped in the rich history of the First Nations such as the Hattiwendaronk, the Haudenosaunee, and the Anishinaabe, including the Mississaugas of the Credit First Nation. There are many First Nations, Métis, and Inuit people from across Turtle Island that live and work in Niagara today. The City of Port Colborne stands with all Indigenous people, past and present, in promoting the wise stewardship of the lands on which we live.

8. Proclamations

8.1 October is Small Business Month

C-25- 202

Moved by Councillor F. Danch
Seconded by Councillor R. Bodner

WHEREAS Small Business Month is an annual national celebration; and
WHEREAS the continued economic uncertainty and recovery has brought forward new and ongoing challenges for Canadian entrepreneurs; and
WHEREAS business owners are finding ways to succeed despite these challenges; and

WHEREAS business owners are making their businesses more inclusive and sustainable, while driving the Canadian economy; and
WHEREAS residents are encouraged to support local small businesses as we look to maintain and recover from these challenges.

NOW THEREFORE, I, Mayor, William C. Steele proclaim October 2025 “Small Business Month” in the City of Port Colborne and encourage all citizens to recognize and celebrate our small businesses in Port Colborne.

Carried

9. Presentations

There were no presentations.

10. Delegations

There were no delegations.

11. Mayor's Report

A copy of the Mayor's report is attached.

12. Regional Councillor's Report

There was no Regional Councillor report.

13. Consent Agenda

Items 13.3 a, 13.4 b, 13.4 d, and 13.4 e were lifted from the consent agenda and considered under item 14, Items Requiring Separate Discussion.

C-25- 203

Moved by Councillor F. Danch
Seconded by Councillor D. Elliott

That Council hereby approves the listed consent items on the October 14, 2025, Council agenda; and

That the consent items be approved on the recommendations as contained therein.

Carried

13.1 Approval of Minutes

- a. **Special Council Meeting - September 20, 2025**
- b. **Regular Council Meeting - September 23, 2025**
- c. **Public Meeting - October 7, 2025**

13.2 Receipt of Minutes of Boards & Committees

- a. **Museum, Heritage and Culture Board - June 17, 2025**
- b. **Port Colborne Public Library Board - September 3, 2025**

13.3 Staff Reports

- b. **Update on Recommendation Report for a Proposed Communication Tower at 611 Main Street West, File D27-12, 2025-192**
- c. **Recommendation Report for Proposed City-Initiated Zoning By-law Amendment for Parking- File D14-03-25, 2025-199**
- d. **Recommendation Report for Proposed City-Initiated Official Plan and Zoning By-law Amendments for Additional Dwelling Units (ADUs)- Files D09-01-25 and D14-02-25, 2025-198**

13.4 Receipt of Correspondence Items

- a. **Ministry of Municipal Affairs - Letter to Mayor Steele regarding 2025 Association of Municipalities of Ontario**
- c. **Niagara Region - Motion Respecting State of Emergency on Mental Health, Homelessness and Addictions**
- f. **Town of Wasaga Beach - Letter of Support for Collaborative Action on Sustainable Waster Management in Ontario**
- g. **Niagara Peninsula Conservation - Watershed Monitoring Technical Report 2024**

14. Items Requiring Separate Discussion

14.1 Niagara Region - Motion respecting Call to Strengthen Laws, Sentencing and Parole Restrictions

14.2 City of Welland - Victim Quick Response Program+

14.3 Town of Lincoln and City of Niagara Falls - Bail Reform to Strengthen Community Safety

C-25- 204

Moved by Councillor M. Aquilina

Seconded by Councillor E. Beauregard

That Council support the following correspondence:

- Niagara Region - Motion respecting Call to Strengthen Laws, Sentencing and Parole Restrictions
- City of Welland - Victim Quick Response Program +
- Town of Lincoln and City of Niagara Falls - Bail Reform to Strengthen Community Safety

Carried

14.4 2026 Marina Dock Rates, 2025-186

C-25- 205

Moved by Councillor M. Bagu

Seconded by Councillor G. Bruno

That Recreation and Tourism Department Report 2025-186 be received; and

That the proposed 2026 marina dock rates as indicated in Appendix A of Recreation and Tourism Department Report 2025-186, be approved; and

That in 2026, staff's report will include the transient rates with comparators and storage rates; and

That staff be allowed to fluctuate seasonal and transient rental numbers in 2026 and beyond; and

That staff report back to Council on the total number of slips and a plan to move forward with the changes required at the Sugarloaf Harbour Marina regarding number of slips; and

That the report come forward by February 2026.

Carried

Amendment:

Moved by Councillor G. Bruno

Seconded by Councillor E. Beauregard

That in 2026, staff's report will include the transient rates with comparators and storage rates; and

That staff be allowed to fluctuate seasonal and transient rental numbers in 2026 and beyond; and

That staff report back to Council on the total number of slips and a plan to move forward with the changes required at the Sugarloaf Harbour Marina regarding number of slips; and

That the report come forward by February 2026.

Carried

15. Staff Remarks

Stan Double, Fire Chief, spoke about Fire Prevention Week and the Touch a Truck open house. The alarms for life program is still going, which ensures citizens have CO2 and smoke alarms. Lastly, he noted they assisted the City of Welland and other regional partners with the fire at the Humberstone Landfill.

Steve Shypowskyj, Director of Public Works, also spoke about the Touch a Truck open house, where there were an estimated 1000 attendees. He thanked everyone for attending and contributing to the event.

Erik Acs, Chief Planner, noted that the passing of additional dwelling units' marks milestone 2 out of 7 for the Housing Accelerator Fund. He also noted a report will be coming forward to Council later tracking the progress of the milestones. Lastly, he noted there will be a presentation on the Official Plan review at the next Council meeting.

16. Councillors' Remarks

Councillor Aquilina inquired to staff about the postage of rates for parking, and if these were only available through the Honk App. She also inquired about where the Participate parking pass could be used.

Councillor Beauregard noted the request a service feature on the City's website is useful, and commended staff on doing a good job.

Councillor Bagu inquired to Stan Double, Fire Chief, about the results of the volunteer firefighter recruitment. He also inquired to Steve Shypowskyj, Director of Public Works, about the construction timeline for the Eagle Marsh drain bridge. Lastly, he asked about potentially installing more signage to curb speeding on Clarence Street.

Councillor Bruno inquired to Erik Acs, Chief Planner, about when Council will receive the results of the Development Plan. He also inquired about next steps for a site of a demolished building on King Street.

Councillor Elliott spoke about feedback he has received on the new short-term rental accommodations by-law. He also noted the upcoming chili cookoff at Lakeside Yacht Club.

Councillor Hoyle inquired if staff are checking on the beach in the off season. He also asked if Council could receive an update on what has passed for development in the last 3 years.

Councillor Bodner inquired about paying for parking at the beach in the off season. He also inquired to Public Works staff if the road end gates are locked through the winter. Lastly, he inquired to Public Works staff about how an additional dwelling unit would impact drainage assessments in the rural area.

17. Motions

There were no motions.

18. Notice of Motions

There were no notices of motions.

19. Procedural Motions

There were no procedural motions.

20. By-laws

20.1 By-law No. 7391/82/25

20.2 By-law No. 7392/83/25

20.3 By-law No. 7393/84/25

20.4 By-law No.7267/89/24 - Third Reading

20.5 By-law No. 7394/85/25

C-25- 206

Moved by Councillor E. Beauregard

Seconded by Councillor M. Bagu

That the following by-law(s) be passed and enacted, as presented:

- By-law No. 7391/82/25
- By-law No. 7392/83/25
- By-law No. 7393/84/25
- By-law No. 7267/89/24 - Third Reading
- By-law No. 7394/85/25

Carried

21. Adjournment

Mayor Steele adjourned the meeting at 7:57 p.m.

William C. Steele, Mayor

Charlotte Madden, City Clerk



PORT COLBORNE

MAYOR'S REPORT TO COUNCIL TUESDAY, October 14, 2025

NATIONAL DAY FOR TRUTH AND RECONCILIATION

Each year, September 30 marks the National Day for Truth and Reconciliation, an ongoing reminder and crucial step in acknowledging the tragic and painful history of residential schools. The day honours the children who never returned home and Survivors of residential schools, as well as their families and communities.

Residents of Port Colborne were encouraged to take time to reflect, honour the Survivors and remember the children who never made it home. On September 29, at City Hall, City staff raised the Every Child Matters flag to symbolize our commitment to meaningful reconciliation.

PASSING OF JIM BRADLEY

Chair Bradley passed away in St. Catharines, Ontario on September 26, 2025, at the age of 80.

OPEN HOUSE: TOUCH -A -TRUCK AND FIRE PREVENTION EVENT

We want to thank everyone who joined us at our Open House: Touch-a-Truck and Fire Prevention event on October 9, presented by Peters Construction Group. From exploring heavy machinery to learning fire safety tips, it was a fantastic evening connecting with our community. A special thank you to everyone who brought food donations for Port Cares and our sponsor, Peters Construction Group, for their support.

The event took place during Fire Prevention Week, which was October 5 - 11, a very fitting time to focus on this year's theme: Lithium-ion battery use and safety. From e-bikes to cell phones, making smart choices when buying, charging, and recycling batteries can prevent fires. Learn more about lithium-ion battery safety at fpw.org

PAINT A PLOW CONTEST WINNER

At the Open House event, I had the tough task of selecting a winner in our annual Paint-a-Plow competition, and after much deliberation, I announced McKay Public School as this year's champion!

A huge thank you to all the students who participated - your creativity truly brightened our fleet, and we can't wait to see these colourful creations in action this winter. McKay Public School, stay tuned for your celebratory pizza party.

FLAG RAISINGS

Our community recently came together for several flag raising ceremonies. On September 25 we raised the Franco-Ontarian flag at Port Colborne City Hall in celebration of our province's vibrant Franco-Ontarian community. The flag's green and white design, featuring both a fleur-de-lis and a trillium, symbolizes the cultural, social, economic and political contributions this community has made to Ontario. This year marks the 50th anniversary of the Franco-Ontarian flag, which was first raised at the University of Sudbury on September 25, 1975.

On October 1, The People Helping People self-advocacy group celebrated 25 years, and marked another milestone as they proudly unveiled their very first flag, which we raised at Port Colborne City Hall. This group of Self-Advocates is dedicated to learning, educating, and advocating for what matters most to them.

CUSTOMER SERVICE APPRECIATION WEEK

Customer Service Appreciation Week was celebrated from Monday, October 6 to Friday, October 10, and we were proud to recognize our amazing customer service staff!

From answering questions to helping residents navigate services, their dedication keeps our city running smoothly. Thank you to our outstanding customer service team for all that you do, today and every day!

2025 SANTA CLAUS PARADE

We are excited for the return of our beloved Lighted Santa Claus Parade. Mark your calendars for Saturday, December 6, 2025 at 6:30 p.m. as Port Colborne's downtown core will light up with holiday magic once again. Join us for an evening of festive fun, featuring floats from local businesses, community groups, schools, and more.

Applications for floats and volunteers are available on our website, portcolborne.ca/santaclausparade. We're also still looking for parade sponsors - more info is available online.

ANNUAL CHRISTMAS CARD CONTEST

I'm also inviting the children in our community to help design Port Colborne's 2025 Christmas Card in our Annual Christmas Card Contest. Submissions may be painted with fingers or brushes, or drawn with pencils, crayons, pastels, or markers on a standard white sheet of paper, 8 ½" X 11" in vertical or horizontal format. The contest is

open to all children who live or go to school in Port Colborne; up to and including those in Grade 8.

All submissions must be received at the Mayor's Office in City Hall, 66 Charlotte St., by Friday, Oct. 24, 2025 at 4 p.m. I look forward to seeing the imagination and festive spirit that shine through every entry!

That concludes my report for this evening.

City of Port Colborne
Special Meeting of Council Minutes

Date: Tuesday, October 21, 2025
Time: 5:00 pm
Location: Council Chambers, 3rd Floor, City Hall
66 Charlotte Street, Port Colborne

Members Present: M. Aquilina, Councillor
M. Bagu, Councillor
R. Bodner, Councillor
G. Bruno, Councillor
F. Danch, Councillor
T. Hoyle, Councillor
W. Steele, Mayor (presiding officer)

Member(s) Absent: E. Beauregard, Councillor
D. Elliott, Councillor

Staff Present: J. Beaupre, Deputy Clerk
B. Boles, Chief Administrative Officer
J. Colasurdo, Manager of Strategic Projects
G. Long, Director of Development and Government Relations
C. Madden, City Clerk
M. Pilon, Senior Project Manager, Strategic Projects
S. Shypowskyj, Director of Public Works

1. Call to Order

Mayor Steele called the meeting to order at 5:03 p.m.

2. Adoption of Agenda

C-25- 207

Moved by Councillor T. Hoyle
Seconded by Councillor M. Aquilina

That the Special Council agenda dated October 21, 2025, be confirmed, as circulated.

Carried

3. Disclosures of Interest

There were no disclosures of interest.

4. Closed Session (Beginning at 5 p.m.)

C-25- 208

Moved by Councillor G. Bruno

Seconded by Councillor R. Bodner

That Council do now proceed to meet in Closed Session at 5:05 p.m. under the *Municipal Act, 2001*:

- Subsection 239(2)(f), where a closed session meeting is held if the subject matter being considered is advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
- Subsection 239 (3.1) where a meeting of council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:
 1. The meeting is held for the purpose of educating or training the members.
 2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee

Carried

4.1 Staff Reports

- a. **Confidential Development and Government Relations
Memorandum to Council - Training Session and Advice from
Legal Regarding East Side Employment Lands**

5. Back to Open Session (Beginning at 6 p.m.)

C-25- 209

Moved by Councillor M. Aquilina

Seconded by Councillor T. Hoyle

That Council does now rise and reconvene from Closed Session at 6:14 p.m. without report.

Carried

6. Staff Reports

6.1 Servicing the East Side Employment Lands, 2025-185

Bryan Boles, Chief Administrative Officer, presented to Council on servicing the East Side Employment Lands and responded to questions received.

C-25- 210

Moved by Councillor R. Bodner

Seconded by Councillor G. Bruno

That Council receive Development and Government Relations Report 2025-185; and

That Council direct the Mayor and Clerk to execute the following agreements once finalized and when the conditions have been met, as well as all necessary related agreements in order to facilitate the development of the East Side Employment Lands (ESEL):

- Water and wastewater purchase agreement with Asahi Kasei;
- An agreement with the Niagara Region establishing a cost-sharing arrangement for the required engineering design services to design infrastructure and perform required studies and reviews associated with crossing the Welland Canal and surrounding area;
- An agreement with the Niagara Region outlining the City's contributions to facilitate the construction of the of the Welland Canal crossing project, for up to \$24.2 million, provided the Niagara Region agrees to take ownership of all pumping stations and force mains in the ESEL once they are operational, and once the City has satisfied any grant and/or borrowing commitments;
- A construction agreement with Peters Excavating to complete the linear asset installation, provided that such award is within the budget of the water and wastewater purchase agreement with Asahi Kasei;
- A construction agreement for the wastewater pumping station, as required per the Development Agreement (executed last November

by the City, One Forty Developments, Asahi Kasei, and Rankin Construction), provided that such award is within the budget of the water and wastewater purchase agreement with Asahi Kasei;

- Interim financing agreements required for construction financing, up to \$20 million.

That Council direct staff to implement a public engagement campaign regarding the establishment of two Government Business Enterprises (GBEs), including a holding company, wholly owned by the City, that would own shares in the ESEL Water and Wastewater District; and a district company that would own and operate the water and wastewater systems in a new water and wastewater district, connected but separate from the City.

Carried

7. Procedural Motions

There were no procedural motions.

8. By-laws

8.1 By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne

C-25- 211

Moved by Councillor M. Bagu

Seconded by Councillor F. Danch

That the By-law to Adopt, Ratify and Confirm the Proceedings of the Council of The Corporation of the City of Port Colborne be passed and enacted, as presented.

Carried

9. Adjournment

Mayor Steele adjourned the meeting at 6:53 p.m.

William C. Steele, Mayor

Charlotte Madden, City Clerk

Port Colborne Public Library Board Meeting Minutes

Date: Wednesday, June 4, 2025
Time: 6:00 pm
Location: Library Auditorium, Port Colborne Public Library
310 King St, Port Colborne

Members Present: A. Desmarais, Vice Chair
M. Bagu, Councillor
B. Ingram, Chair
C. MacMillan
B. Beck
M. Booth
E. Tanini
A. Smits

Member(s) Absent: H. Cooper

Staff Present: R. Tkachuk, Chief Executive Officer (Board Secretary-Treasurer)
L. MacDonald, Library Services Manager

Others Present: A. Pigeau, Chief Financial Officer/Treasurer
J. McDowall, Manager of Financial Services/Deputy Treasurer

1. Call to Order

The Chair called the meeting to order at 6:06 PM.

2. Land Acknowledgement

The Chair recited the Land Acknowledgement.

3. Disclosures of Interest

There were no disclosures of interest.

4. Adoption of Agenda

An error was noted on Consent Item 7.2.a.

Moved by C. MacMillan

Seconded by A. Desmarais

That the agenda dated June 4, 2025, be confirmed, as amended.

Carried

5. Approval of Minutes

Moved by A. Desmarais

Seconded by E. Tanini

That the minutes dated April 2, 2025, be approved, as circulated.

Carried

6. Decision Items

6.1 2026 Library Capital Budget

The CEO presented the 2026 Capital Budget Report to the Board.

Moved by M. Booth

Seconded by B. Beck

That the Board receives the 2026 Capital Budget, as presented; AND

That the Port Colborne Public Library Board approves the decision not to submit a capital funding request for 2026.

Carried

6.2 2026 Library Operating Budget Report

The CEO presented the 2026 Library Operating Budget to the Board.

Moved by C. MacMillan

Seconded by B. Beck

That the Board receives the 2026 Operating Budget, as presented; AND

That the Port Colborne Public Library Board approves the 2026 Operating Budget submission, as presented.

Carried

a. Appendix A: 2026 Library Operating Budget

7. Consent Items

Moved by A. Desmarais
Seconded by E. Tanini

That consent items 7.1 to 7.6 be received, as presented.

Carried

7.1 Circulation Reports

- a. **Circulation Report, March 2025**
 - a. **Circulation Snapshot, March 2025**
- b. **Circulation Report, First Quarter - January to March 2025**
 - a. **Circulation Snapshot, First Quarter - January to March 2025**
- c. **Circulation Report, April 2025**
 - a. **Circulation Snapshot, April 2025**

7.2 Financial Reports

- a. **2025 Operating Budget (as of May 30, 2025)**

7.3 Staff Reports

- a. **CEO's Report - April 2025**
- b. **CEO's Report - May 2025**
- c. **Strategic Plan Update**
- d. **Annual Report, 2024**

7.4 Media Items

- a. **Off-the-Shelf Newsletter - May/June 2025**

7.5 Public Relations

- a. **Librarian's Report - April 2025**
- b. **Librarian's Report - May 2025**

7.6 Correspondence

- a. **Dreams Become Reality in the Port Colborne Library Contest**

8. Policies

Moved by A. Desmarais
Seconded by M. Booth

That the Board approves the policy listed in 8.1, as presented.

Carried

8.1 Circulation

9. Confidential Items

Moved by C. MacMillan
Seconded by A. Desmarais

That the Board do now proceed into closed sessions in order to address the following matters at approximately 6:45 PM.

Carried

9.1 Minutes of the closed session of the April 2, 2025 meeting

9.2 Confidential Human Resources Matter

9.3 Confidential Human Resources Matter

Moved by A. Desmarais
Seconded by A. Smits

That the Board do now rise from closed session at approximately 7:49 PM.

Carried

10. Roundtable

Trustee MacMillan noted the new flowers in the library garden beds thanks to the Public Works team and the gardener.

Trustee Smits reported on the response to My Dream Ballots at a local elementary school.

Councillor Bagu represented the Mayor at Niagara's 40 Under 40 on Thursday, May 29, 2025, to recognize two City of Port Colborne staff members receiving the award.

Chair Ingram congratulated staff on the achievements at the 2025 40 Under 40.

Trustee Tanini shared information about a new community garden on the corner of Fielden and Neff St. and reported on the response to the My Dream Borrow ballots at a local elementary school.

11. Next Meeting Date and Adjournment

The next meeting will be held Wednesday, September 3, 2025, at 6 PM in the Library Auditorium.

The Chair adjourned the meeting at 7:59 PM.

Bryan Ingram, Chair

Rachel Tkachuk, Chief Executive
Officer (Board Secretary-Treasurer)



Subject: Fire Master Plan and Community Risk Assessment

To: Council

From: Community Safety & Enforcement Department

Report Number: 2025-209

Meeting Date: October 28, 2025

Recommendation:

That the Fire Master Plan and Community Risk Assessment, attached as Appendix A to Community Safety & Enforcement Department Report 2025-209 be received by Council for information.

Purpose:

The purpose of this report is to present to Council the Fire Master Plan and Community Risk Assessment for information.

Background:

Port Colborne Fire & Emergency Services was directed by Council to complete a Fire Master Plan and Community Risk Assessment. Emergency Services Strategy and Solutions Inc. was contracted to complete the project.

Discussion:

The Fire Master Plan is designed to guide Council, the Fire Chief and municipal leaders in setting service levels, allocating resources, and ensuring that Port Colborne Fire and Emergency Services remains responsive, efficient, and resilient.

The Community Risk Assessment supports the City's obligations under Ontario Regulation 378/18: Community Risk Assessment (CRA).

Next steps: Both reports are attached in Appendix A and a formal process to review the reports with Council will be scheduled.

Financial Implications:

Council previously approved funds (\$150,000.00) to complete the project.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Service and Simplicity - Quality and Innovative Delivery of Customer Services
 - Value: Financial Management to Achieve Financial Sustainability
 - People: Supporting and Investing in Human Capital
-

Conclusion:

Staff have attached the prepared Fire Master Plan and Community Risk Assessment as Appendix A to this report for Council's information.

Appendices:

- a. Fire Master Plan and Community Risk Assessment

Respectfully submitted,

Stan Double
Fire Chief
PCFES
905-228-8078
stan.double@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final approval is by the Chief Administrative Officer.

CITY OF PORT COLBORNE

FIRE MASTER PLAN

AUGUST 2025



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Executive Summary

All recommendations contained within this Fire Master Plan have been consolidated into a single numbered list at the end of the document. This provides Council and staff with a comprehensive overview of the actions required across all service areas.

The Port Colborne Fire Master Plan (FMP) has been developed by Emergency Services Strategy and Solutions Inc. (ESSSi) to provide the City of Port Colborne with a strategic, risk-informed roadmap for the delivery of fire protection services. This Plan aligns with the legal requirements of the Fire Protection and Prevention Act, 1997 and supports the City's obligations under Ontario Regulation 378/18: Community Risk Assessments. It is directly informed by the comprehensive 2025 Community Risk Assessment (CRA), which evaluated local fire and life safety risks using nine legislated profiles.

The Fire Master Plan is designed to guide Council, the Fire Chief, and municipal leaders in setting service levels, allocating resources, and ensuring that Port Colborne Fire and Emergency Services (PCFES) remains responsive, efficient, and resilient in the face of evolving community needs.

Purpose and Approach

The Fire Master Plan (FMP) is designed to:

- Support evidence-based decision-making related to staffing, training, fire prevention, facilities, and service delivery.
- Address current and emerging community risks through targeted and prioritized recommendations.
- Ensure alignment with provincial legislation, including the Fire Protection and Prevention Act, Ontario Regulation 378/18, and recognized best practices.
- Translate the findings of the Community Risk Assessment (CRA) into actionable strategies for future fire service planning and improvement.

The development of this Plan followed a phased and collaborative methodology that included:

- A comprehensive review of the 2025 CRA findings.
- Stakeholder engagement with the Chief Administrative Officer (CAO), Fire Chief, Deputy Chief, full-time firefighters, Paid-on-Call firefighters, and a Supervisor from St. Catharine's Fire Communications.
- Risk analysis aligned with the Office of the Fire Marshal's guidance.
- Benchmarking against comparable fire departments and applicable NFPA standards.
- Integration with Ontario's Three Lines of Defence model: Public Education, Fire Prevention, and Emergency Response.

Community Overview

The City of Port Colborne is a distinctive and strategically located municipality in Ontario's Niagara Region. It blends urban, industrial, rural, and waterfront environments,

each contributing to the complexity of fire protection services and risk management. This section provides an overview of the City's geography, population, economy, and community services—factors that underpin both the CRA and the strategic direction of this Fire Master Plan.

Geography and Transportation Infrastructure

Port Colborne encompasses approximately 122 square kilometres and is located along the north shore of Lake Erie. The Welland Canal bisects the City, linking Lake Erie to Lake Ontario and forming a vital component of the Great Lakes-St. Lawrence Seaway system. The canal, although economically beneficial, presents access and emergency response challenges due to its limited bridge crossings.

Key transportation corridors include:

- Highway 3, the City's primary arterial road
- Highway 140, providing access to the QEW and the broader Niagara Region
- Niagara Regional Road 58 is becoming busier due to growth
- Canadian Pacific and Trillium rail lines, which support freight and industrial operations

These assets enhance regional connectivity, but also introduce unique risks, such as the transport of hazardous materials and marine incidents.

Population and Demographics

According to the 2021 Census, Port Colborne has a permanent population of approximately 20,033, with an additional seasonal influx of up to 10,000 residents during the summer months. These temporary populations are concentrated around tourist attractions, RV resorts (notably Sherkston Shores), and waterfront campgrounds, which increases the demand for emergency services during peak periods.

Demographically, the City has:

- A significant senior population (27% aged 65+), with increasing needs for targeted fire safety education and evacuation planning
- A growing segment of low-income households, which may face barriers to maintaining safe living conditions
- Relatively low ethnic diversity, but a need for inclusive public education strategies that reflect vulnerable groups and people with disabilities

Economy and Industry

Port Colborne's economy is built on four central pillars:

- Shipping and Logistics: Marine infrastructure supports cargo terminals, port operations, and grain elevators—essential to Canada's inland shipping network.

- **Manufacturing and Industrial Development:** The City is home to industrial parks and large employers such as Vale Canada Limited. Many facilities involve hazardous materials or heavy industry, which present complex fire risks.
- **Tourism and Recreation:** The City boasts over 30 kilometres of Lake Erie shoreline, including Nickel Beach, Cedar Bay, and the Canal Days Marine Heritage Festival, which attracts thousands of visitors each August.
- **Agriculture and Agri-business:** Rural areas support a robust agricultural sector, with crop production, greenhouses, and roadside markets playing key roles in the local economy.

These sectors influence the type and scale of fire protection services required, especially in terms of inspection frequency, fire prevention outreach, and emergency planning for high-occupancy or hazardous sites.

Community Services and Emergency Infrastructure

Port Colborne offers a variety of municipal services that intersect with fire protection and emergency preparedness:

- **Health Care:** Provided by Port Colborne General Hospital (Niagara Health System), with emergency care and long-term care capacity.
- **Education:** Two school boards (DSBN and Niagara Catholic) operate elementary and secondary schools that serve as key venues for public education.
- **Recreation and Culture:** The Vale Health & Wellness Centre, marinas, and the Roselawn Centre contribute to public engagement and also serve as potential reception centres during emergencies.
- **Emergency Response Partners:** Policing is provided by the Niagara Regional Police Service, EMS is delivered through Niagara Emergency Medical Services, and POCOMAR supports marine rescues.

Despite this range of services, limitations exist in emergency shelter capacity, support for vulnerable populations, and continuity planning. These will be addressed through recommendations in later sections of this FMP.

Risk-Based Community Profile

The foundation of this Fire Master Plan is the detailed Community Risk Assessment (CRA), completed in compliance with Ontario Regulation 378/18. The CRA evaluated fire and life safety risks across nine legislated profiles, using a structured framework based on probability and consequence. This section summarizes key risk factors identified within each profile and outlines how they inform fire service planning.

Geographic Profile

Key Risks:

- The Welland Canal bisects the City, creating limited access points for emergency response across its east-west axis.

- Shoreline areas are subject to seasonal flooding, ice formation, and weather-related hazards.
- Rural zones present access challenges, limited hydrant availability, and longer response times.
- The municipality experiences high seasonal population increases near waterfront resorts and campgrounds.

Implications:

- Requires pre-planning for response routing and bridge closures.
- Ongoing training for water and ice-related incidents.
- Maintains reliance on Mutual Aid tankers to support rural fire suppression.
- Risk communication and public education must address tourist populations.

Building Stock Profile

Key Risks:

- A high number of legacy single-family dwellings (Group C) exhibit issues such as outdated wiring, missing fire separations, and a lack of interconnected alarms.
- Over 2,100 mobile homes/trailers concentrated in seasonal resorts pose elevated risks due to construction type and density.
- Industrial occupancies (Group F) near the waterfront involve combustible materials and hazardous processes.
- Only one high-rise building exists, built in 2023.

Implications:

- Targeted inspections and public education campaigns are needed for older homes and seasonal dwellings.
- Industrial sites require annual inspections and pre-incident planning to ensure safety and compliance.
- Introduction of a Building Classification Risk Index (BCRI) will help prioritize code enforcement and resource allocation.

Critical Infrastructure Profile

Key Risks:

- Vulnerabilities to power, telecommunications, and fuel supply disruptions were identified as high-impact risks.
- Facilities such as the Urgent Care Centre, water treatment plants, and emergency operations centres depend on redundant systems to maintain continuity.
- Two propane storage facilities operate under regulated Risk Safety Management Plans.

Implications:

- The department must include infrastructure sites in pre-incident planning and emergency simulations.
- Coordination with utility providers and EOC staff is critical for continuity planning.
- Public education on the safety of backup generators should be expanded.

Demographic Profile

Key Risks:

- Over 27% of residents are aged 65 and above, many with mobility or cognitive limitations.
- The City sees over 10,000 seasonal residents, many of whom are unfamiliar with emergency procedures.
- There are pockets of low-income households, renters, and individuals with disabilities.
- Cultural diversity is limited, but some groups may face language barriers or restricted access to safety information.

Implications:

- Customized fire safety education for seniors, caregivers, and seasonal residents is a priority.
- Distribution of smoke/CO alarms and home safety kits should target at-risk demographics.
- Collaboration with social service agencies is necessary to reach vulnerable residents.

Hazard Profile

Key Risks:

- Recurring incidents include structure fires, motor vehicle collisions, and incidents involving hazardous materials transportation.
- Environmental threats include ice storms, flooding, severe winds, and extreme temperatures—many of which are exacerbated by climate change.
- The risk of a shipboard fire or marine rescue exists due to Port Colborne's industrial canal and its shipping operations.

Implications:

- Continued investment in live fire and HazMat training is essential.
- Seasonal weather protocols must be reinforced.
- Collaboration with POCOMAR and Transport Canada is required for marine incidents.

Public Safety Response Profile

Key Risks:

- Port Colborne operates with one fire station and a composite staffing model, which can result in daytime staffing challenges.
- Mutual aid is relied upon for tanker support, technical rescue, hazardous materials (HazMat) incidents, and prolonged or large-scale events.

Implications:

- Recruitment and retention of volunteer firefighters remain a priority.
- Maintain formal mutual aid agreements and ensure alignment with the department's Establishing and Regulating By-law.
- Standardized live fire training and response drills should be expanded.

Community Services Profile

Key Risks:

- Limited emergency shelter capacity and logistics planning for displaced residents.
- The Canadian Red Cross provides support with a 2-hour mobilization notice, which may not meet all local surge requirements.

Implications:

- The City must identify additional reception centres and establish shelter readiness protocols.
- Pre-incident planning with community partners (e.g., schools, recreation centres) is needed.
- Outreach to non-governmental organizations should be strengthened.

Economic Profile

Key Risks:

- The economy is reliant on manufacturing, tourism, and shipping—all sectors with elevated fire and business continuity risks.
- Sites such as Sherkston Shores, Nickel Beach, and the Canal Days Festival draw large seasonal crowds.

Implications:

- Business continuity planning must be integrated into fire prevention and inspection programs.

- Event pre-planning and crowd control strategies must be coordinated with EMS and police.
- Commercial occupancies should receive scheduled fire inspections and receive support with fire safety planning.

Past Loss and Event History Profile

Key Risks:

- Historical fire losses are concentrated in Group C – single-family residences, primarily due to electrical and mechanical failures or a lack of maintenance.
- Moderate annual fire volumes (~14–27 structure fires per year) but significant financial losses (e.g., \$5.7M in 2022).

Implications:

- Public education should target causes of preventable fires (e.g., cooking, appliance safety).
- Prevention efforts should focus on routine inspection and smoke/CO alarm compliance in older homes.
- Data-driven risk targeting should be used to deploy inspection and public education resources.
- This profile provides the foundation for prioritizing fire protection services, setting service levels, and developing operational goals aligned with the CRA. A comprehensive analysis of fire protection needs and findings, followed by actionable recommendations on page 74 of this document.

Key Findings

The Fire Master Plan identifies the following as critical challenges and opportunities:

- **Fire Risk in Residential and Industrial Structures:** Older homes and high-risk industrial occupancies require consistent inspections and public education to mitigate structural fire risks.
- **Volunteer Firefighter Recruitment and Retention:** Daytime response capacity remains a challenge due to the limited availability of volunteers.
- **Seasonal Population Surges:** Sherkston Shores, waterfront properties, and major festivals create concentrated demands on emergency services.
- **Limited Inspection Frequency:** A need exists for a risk-based inspection cycle, particularly for vulnerable, commercial, and industrial occupancies.
- **Training and Professional Standards:** Continued compliance with O. Reg. 343/22 and NFPA standards requires ongoing investment in training and certification.
- **Infrastructure and Facility Needs:** The current single-station model and training space limitations require future review.
- **Public Education Gaps:** Seniors, youth, low-income residents, and seasonal visitors are not consistently reached through current programming.

Strategic Recommendations

The FMP outlines strategic recommendations across six categories:

- **Public Education and Outreach**
 - Expand campaigns targeting seniors, youth, and seasonal residents.
 - Increase digital messaging and community partner engagement.
- **Fire Prevention and Code Enforcement**
 - Implement the Building Classification Risk Index (BCRI).
 - Increase inspection frequency based on occupancy risk.
 - Enhance prevention staffing and compliance tracking.
- **Emergency Response**
 - Attain Tanker Shuttle Accreditation and create a response coverage area.
 - Enhance volunteer recruitment and explore supplemental staffing models.
 - Strengthen mutual aid and technical rescue partnerships.
- **Training and Professional Development**
 - Ensure annual live fire training and certification tracking.
 - Expand specialized training aligned with identified hazards.
- **Infrastructure and Equipment**
 - Review the fire station for adequacy and future growth.
 - Develop a 10-year capital replacement plan for apparatus and gear.
- **Planning and Inter-Agency Coordination**
 - Establish formal risk reduction performance indicators.
 - Conduct annual CRA reviews and update the FMP as required.

The Fire Master Plan, in tandem with the Community Risk Assessment, will ensure that Port Colborne Fire and Emergency Services continues to deliver effective, accountable, and risk-based fire protection tailored to the needs and realities of the community it serves.

Introduction

Purpose

This Fire Master Plan (FMP) has been prepared for the City of Port Colborne by Emergency Services Strategy and Solutions Inc. (ESSSi) to serve as a strategic blueprint for the ongoing development and enhancement of fire protection services. The purpose of this Plan is to evaluate the City's current fire service delivery model, assess existing and future challenges, and provide evidence-based recommendations to ensure the Fire Department remains effective, efficient, and aligned with the evolving needs of the community.

This FMP builds directly upon the findings of the 2025 Community Risk Assessment (CRA), which was developed in accordance with Ontario Regulation 378/18 under the Fire Protection and Prevention Act, 1997. All risks identified in the CRA have been evaluated and addressed within this Plan through the strategic application of the Three

Lines of Defence: public fire safety education, fire code enforcement, and emergency response.

The Fire Master Plan is intended to:

- Provide Council and Fire Service leadership with a comprehensive long-term roadmap for resourcing, staffing, and operational planning.
- Support risk-informed decision-making in accordance with legislative requirements and community expectations.
- Identify and prioritize areas for investment and improvement across the fire service.
- Strengthen operational resilience, firefighter safety, and public trust.

Legislative Context

Fire protection services in Ontario are governed by the Fire Protection and Prevention Act, 1997 (FPPA), which mandates every municipality to establish a fire department and deliver services that meet the local "needs and circumstances." This requirement is further reinforced by Ontario Regulation 378/18: Community Risk Assessments, which compels municipalities to complete and maintain a legislatively compliant CRA.

This Fire Master Plan complies with these legal requirements by:

- Incorporating the findings of the CRA into service planning and delivery.
- Evaluating current performance against best practices and provincial standards.
- Providing recommendations for future service levels, resource deployment, and compliance.

The FMP also supports obligations under the Emergency Management and Civil Protection Act (EMCPA) by aligning with the City's broader emergency management goals and complementing its Hazard Identification and Risk Assessment (HIRA) process.

Methodology and CRA Integration

The development of this FMP followed a structured and consultative process, using the CRA as its analytical foundation. The methodology consisted of the following components:

- **Review of CRA Findings:** A detailed assessment of the risks identified across the nine legislated profiles—Geographic, Building Stock, Critical Infrastructure, Demographic, Hazard, Public Safety Response, Community Services, Economic, and Past Loss and Event History.
- **Gap Analysis:** Evaluation of current fire services in relation to identified risks, service delivery expectations, and future growth pressures.

- **Stakeholder Engagement:** Consultation with fire department leadership, municipal staff, and key service partners to validate findings and explore future service needs.
- **Benchmarking and Standards Review:** Comparison of Port Colborne's service model against relevant NFPA standards, provincial guidelines, and best practices from similar municipalities.
- **Strategic Alignment:** Integration of CRA-based risk treatment options—avoid, mitigate, accept, and transfer—into a framework for future service enhancements.
- **Three Lines of Defence:** Structuring recommendations according to Ontario's recognized fire protection model to ensure comprehensive and coordinated risk reduction.

By directly linking this FMP to the CRA, the City of Port Colborne ensures that its fire protection services are risk-informed, forward-looking, and responsive to the needs of its residents, visitors, and businesses.

Mission, Vision, and Values

Mission

The current mission is:

To protect life, property, and the environment in Port Colborne through education, prevention, investigation, training, rescue, fire suppression, dangerous goods containment, and life support services.

While this statement accurately reflects the scope of Port Colborne Fire & Emergency Services (PCFES) activities, it is lengthy and operationally focused. Best practice suggests that a mission statement should be short, memorable, and purpose-driven, avoiding detailed lists of specific service functions.

Recommended Enhanced Mission Statement

To protect and serve our community through prevention, preparedness, and professional emergency response.

This concise statement captures the core mandate while reinforcing the Three Lines of Defence model:

1. Prevention – Through public education, code enforcement, and risk reduction initiatives.
2. Preparedness – By ensuring personnel are trained, equipped, and ready.
3. Response – Delivering timely, skilled, and compassionate emergency services.

Vision

Current Vision (From Appendix C, Strategic Plan in the Establishing & Regulating By-law):

We are the City of Port Colborne Fire and Emergency Services – respected by our community and peers for being proactive, consultative, customer-focused, and cost-effective. 'Community First' and 'Community Pride' drive us to service excellence. A

dedicated staff of multi-talented professionals, we are skilled, flexible, and involved in our community. Our Public Education Programs are enthusiastically attended because they are relevant and informative. We take pride in working together with residents, businesses, and builders to educate and assist with Fire Code requirements and life safety matters. Our highly trained and equipped emergency response team is quick to the rescue, caring, and compassionate in its approach. We are here to serve – proudly – and to make a contribution in a partnership with our community.

While this vision remains relevant, it should be revisited periodically to ensure alignment with emerging risks, community expectations, and Council-approved service levels.

Recommended Enhanced Vision

To be a trusted and progressive fire service recognized for excellence in prevention, preparedness, and emergency response — protecting lives, property, and the environment through professionalism, innovation, and community partnership.

Values

Current Values:

- Customer Service
- Employee Involvement
- Open Communications
- Integrity
- Accountability
- Flexibility
- Commitment
- Efficiency
- Pro-activity

While these values are strong, grouping and refining them into broader themes improves clarity and alignment with modern public service expectations.

Recommended Updated Values

- Service Excellence – Providing professional, compassionate, and timely service to all.
- Integrity – Acting with honesty, fairness, and transparency in all actions
- Teamwork – Supporting one another and working collaboratively with community partners.
- Accountability – Taking ownership of decisions and outcomes.
- Preparedness – Maintaining the skills, resources, and readiness to meet community needs.
- Community Engagement – Building trust and safety through education, prevention, and partnership.

Recommendations

- Formal Review Process – Undertake a structured review of mission, vision, and values involving PCFES staff, municipal leadership, and community

stakeholders. This process should be part of the department's strategic planning cycle, ideally every five years or with each Fire Master Plan update.

- Internal Engagement – Utilize workshops and surveys to gather feedback from all PCFES personnel, ensuring buy-in and alignment with organizational culture.
- Public Input – Seek community perspectives through online surveys or public meetings to ensure the vision and values reflect public expectations and trust.
- Integration into Operations – Display the mission, vision, and values prominently in the fire station, on apparatus, and in departmental communications. Embed them into performance reviews, training, and policy development.
- Ongoing Communication – Reinforce the mission, vision, and values through regular staff meetings, training, and recognition programs to ensure they remain active guiding principles rather than static statements.

Municipal By-Laws, Agreements, and Governance Framework

Port Colborne Fire & Emergency Services (PCFES) operates under a clearly defined framework of municipal by-laws, council-approved service levels, and intermunicipal agreements. This governance structure provides the legal authority for the delivery of fire protection services and ensures compliance with provincial legislation while aligning with municipal priorities, resources, and financial capacity.

A robust governance framework is critical to ensuring that service levels, operational capabilities, and staffing align with Council's expectations and the municipality's ability to support them sustainably.

Establishing and Regulating (E&R) By-law

The Establishing and Regulating By-law 6745-109, dated December 9, 2019, defines the mandate, authority, and scope of PCFES operations. However, significant changes in legislation, operational practices, and service delivery models have occurred since its adoption. A full review and modernization of the by-law is required to ensure accuracy, compliance, and operational clarity.

Key recommended updates include:

- Definition of "Fire Protective Services" (Section 1.i): Update to clearly reflect Council-approved levels of service for all divisions, in compliance with Ontario Regulation 343/22 – Firefighter Certification. Explicitly identify the certification levels required for each approved service discipline (e.g., Suppression, Technical Rescue, Fire Prevention, Public Education, Training). Include direct reference to NFPA standards where applicable.
- Council-Approved Service Levels: Ensure that all service levels listed in the by-law are achievable and sustainable based on funding, equipment, and staffing capacity, making the E&R By-law the definitive reference document.
- Terminology Update (Section 1.k): Replace "volunteers" with "Paid-on-Call" firefighters.
- Appendix Review and Revision: Update Appendices A, B, and C to reflect current capabilities and future objectives. Appendix C should include specific measurable commitments.

Appointment By-Laws

The Fire Chief and Deputy Fire Chief are appointed under By-laws #7317/08/25 and #7318/09/25 respectively. These bylaws should be amended to explicitly reference authority under the Fire Protection and Prevention Act (FPPA).

Regional Mutual Aid By-law and Mutual Aid Agreement

PCFES participates in the Niagara Region Mutual Aid Program (MAP), authorized through a Council-approved by-law. Revised in April 2023, the MAP supports incident-based and simultaneous response requests. Mutual aid is reciprocal and intended for extraordinary emergencies, not routine coverage.

Municipal Fees and Charges

By-law 7155/23 – Fees and Charges for Various Services (October 2023) outlines cost recovery for fire services. These fees should be reviewed annually to ensure alignment with service costs and inflation.

Automatic Aid Agreement – Wainfleet

PCFES maintains an Automatic Aid Agreement with Wainfleet, but the provision for Wainfleet to respond to Port Colborne may have been cancelled. The agreement should be confirmed and updated.

Recommendations

- Comprehensively update E&R By-law 6745-109 to reflect O. Reg. 343/22, Council-approved service levels, and Paid-on-Call terminology.
- Define service levels by division and tie them to NFPA certification requirements.
- Engage the Council in service level approval, providing clear breakdowns of operational, training, equipment, and financial impacts.
- Revise Appendices A, B, and C to align with approved service levels and include measurable objectives.
- Amend appointment bylaws to reference authority under the FPPA.
- Maintain participation in the Niagara Region MAP and conduct readiness drills with partners.
- Review and update fee schedules annually to reflect service value.
- Confirm and update the Automatic Aid Agreement with Wainfleet to reflect current operational realities.

Current Fire Services Overview

Port Colborne Fire and Emergency Services (PCFES) is a composite fire department dedicated to protecting the lives, property, and environment of the community through emergency response, fire prevention, public education, and code enforcement. The department operates under the authority of the Fire Protection and Prevention Act, 1997, and is governed by an Establishing and Regulating By-law adopted by the City of Port Colborne.

Organizational Structure

Port Colborne Fire and Emergency Services (PCFES) operates as a composite fire department under the leadership of the Fire Chief. The department combines full-time and paid-on-call personnel to provide fire protection and emergency response services throughout the City of Port Colborne. The organizational structure reflects a streamlined, functional model designed to meet the unique demands of a mixed urban-rural municipality with seasonal population increases and industrial risk factors.

Fire Chief

The Fire Chief is the senior executive officer of PCFES and reports directly to the Chief Administrative Officer (CAO) while being accountable to City Council under the Fire Protection and Prevention Act (FPPA), Section 6(3). The Fire Chief is responsible for:

- The overall leadership, administration, and performance of the fire department.
- Policy development, budget preparation, and strategic planning.
- Council reporting, regulatory compliance, and risk management.
- Oversight of all divisions, including suppression, training, fire prevention, public education, and emergency management.
- Representing the fire service at municipal, regional, and provincial levels.

Deputy Fire Chief

The Deputy Fire Chief supports the Fire Chief in managing the department and serves as the second-in-command. This position focuses on operational readiness and training. Key responsibilities include:

- Daily supervision of fire suppression operations and personnel.
- Assisting in emergency scene command and oversight.
- Leading health and safety programs and performance monitoring.
- Managing departmental logistics, maintenance programs, and special projects.
- Acting as Fire Chief during absences.

Training Officer

The Training Officer is responsible for ensuring that all firefighting personnel—both career and paid-on-call—meet the mandated training standards required by Ontario Regulation 343/22. The position ensures a culture of continuous improvement and professional development through:

- Development, delivery, and evaluation of all training programs.
- Maintenance of training records and compliance with NFPA certification standards.
- Oversight of recruit training and onboarding.
- Coordinating internal/external training events and certifications.
- Supporting incident response where necessary, especially for specialty rescue training.

Fire Prevention Officer (FPO)

The Fire Prevention Officer is responsible for the implementation and oversight of fire code inspections, investigations, enforcement, and public education. Their role supports the department's compliance with the FPPA and relevant codes.

Key functions include:

- Conducting complaint-driven and legislated inspections.
- Leading fire investigations and enforcing the Ontario Fire Code.
- Delivering public fire safety education to schools, seniors, businesses, and seasonal residents.
- Providing fire safety input on building plans and code compliance issues.
- Collaborating with suppression crews to support risk reduction initiatives.

Career Captains

Port Colborne's full-time firefighters operate on rotating shifts, each led by a Career Captain. Captains serve as front-line supervisors and are responsible for:

- Direct command of firefighters during emergency incidents.
- Leading daily operational readiness activities and crew training.
- Ensuring compliance with standard operating guidelines and safety protocols.
- Performing pre-incident planning and data collection tasks.
- Supporting the implementation of inspection and public education programs, including the potential for captains to be certified as Fire Inspectors.

Career Firefighters

Career firefighters form the core of the fire suppression team. Assigned to one of the four shifts under the supervision of a Captain, they are responsible for:

- Responding to all emergency calls, including fires, rescues, medical incidents, and hazardous materials situations.
- Maintaining equipment, apparatus, and station facilities in a state of readiness.
- Participating in mandatory training sessions to maintain compliance with NFPA standards.
- Conducting pre-incident plans, hydrant inspections, and assisting with fire safety initiatives.
- Supporting fire prevention and public education efforts when assigned or available.

Career firefighters maintain a high level of operational competency and play a key role in ensuring timely and effective service delivery to the community.

Paid-on-Call Firefighters

Paid-on-call (PonC) firefighters supplement the career staff by providing additional staffing capacity during large incidents, peak periods, or when additional support is needed. Their responsibilities include:

- Attending a minimum number of emergency calls and training sessions annually.

- Completing recruit training and maintaining certification to NFPA 1001 Level I & II.
- Supporting emergency operations, community events, and prevention activities.
- Responding to calls based on availability and proximity to the station.

The PonC program is essential to maintaining the composite model, allowing the department to scale resources during major events while remaining cost-effective.

Recommended Organizational Chart

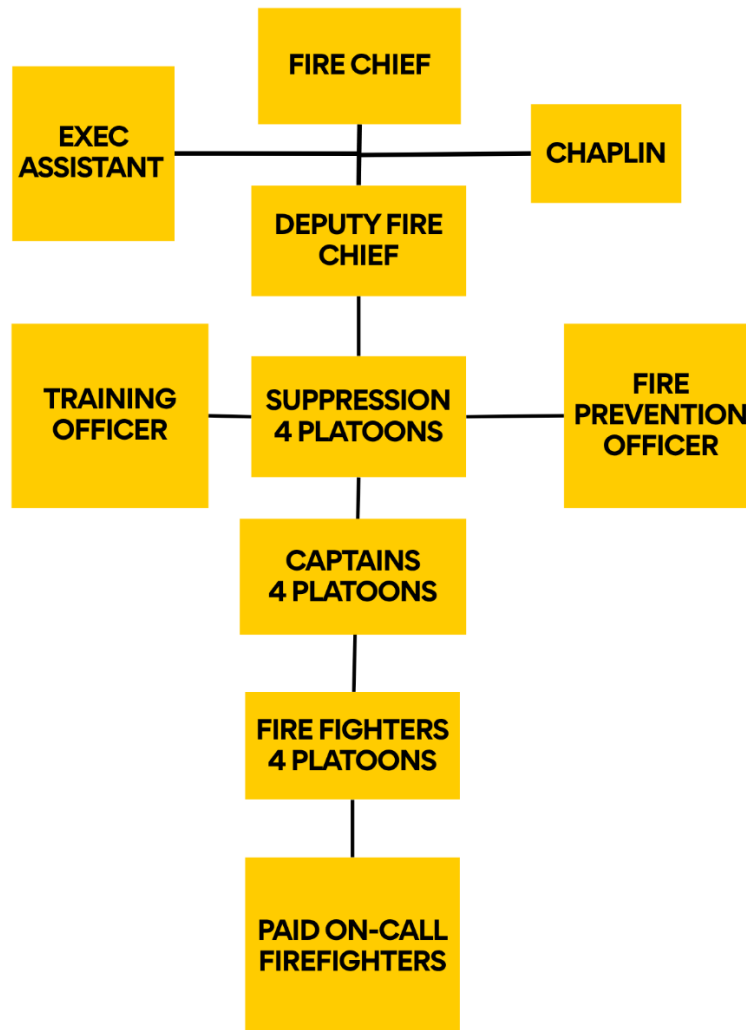


Figure 1 - Recommended Organizational Chart

Recommendation

- Amend Appendix A of the E&R by-law 6745-109-19 to reflect the current Org Structure of the PCFES shown above.

Administrative Resourcing Needs

With only one dedicated administrative position supporting the Fire Chief, Deputy Chief, and all operational divisions, the current workload is at full capacity. As the City grows, administrative responsibilities will continue to expand—particularly with the planned full implementation of additional First Due modules and increased legislative and performance reporting requirements.

Current Administrative Structure

The Fire Administration team consists of:

- Fire Chief
- Deputy Fire Chief
- Executive Administrative Assistant (AA) - the Executive Administrative Assistant to the Fire Chief position is guided by an 11-page job description created in 2016. While it includes a detailed breakdown of major responsibilities, required training, preferred qualifications, and work environment, it does not reflect the substantial operational, technological, and legislative changes in the fire service over the past nine years. These changes have significantly expanded both the scope and complexity of the role.

Current Duties of the Executive Administrative Assistant

- Serving as the first point of contact for departmental inquiries from the public, City staff, and other agencies.
- Managing departmental purchasing, ordering, and invoice processing.
- Processing payroll data and maintaining HR and financial records within the Workday HR and Financial Management System.
- Administering the First Due Records Management System (RMS) — including scheduling, entering roll call from calls, tracking attendance, and generating reports.
- Reconciling PCOS on a regular basis.
- Preparing and issuing MTO and other cost-recovery invoices.
- Coordinating hall tours, community events, and public education initiatives, including ordering and preparing educational materials.
- Assisting the Training Officer with tracking and recording Paid-on-Call (PonC) firefighter hours/points.
- Liaising with Dispatch to coordinate monthly statistics transfers ('stats dumps') and address reporting issues.
- Providing administrative and logistical support to the Fire Chief.

Factors Increasing Workload Since 2016

- There are increased data collection and reporting requirements from both provincial and municipal levels.

- Implementation and ongoing expansion of the First Due RMS, requiring continuous data entry, validation, and user support.
- Enhanced financial tracking and reconciliation requirements.
- Growth in public education programming and event coordination responsibilities.

Future Administrative Needs

To ensure long-term sustainability, operational efficiency, and service quality, PCFES should implement the following measures:

- Add a part-time Administrative Assistant dedicated to supporting the Fire Prevention and Training Divisions.

This position would:

- Assist with records management, ensuring timely and accurate data entry in First Due.
- Support Fire Prevention inspection scheduling, correspondence, and documentation.
- Provide logistical support to training programs, including course registrations, certification tracking, and attendance monitoring.
- Ensure administrative continuity during staff absences, vacations, or peak workload periods.
- Adding this position will enhance operational efficiency, improve data integrity, and free the Executive Administrative Assistant to focus on strategic projects such as First Due optimization, policy development, and departmental process improvements.
- Update the job description for the Executive Administrative Assistant to capture the expanded range of duties, specialized systems knowledge, and interdepartmental coordination requirements. Align performance expectations with current and anticipated service delivery needs.
- Develop an Administrative Desk Manual that documents daily, weekly, monthly, and annual administrative tasks, including all critical reporting cycles, system workflows, and key contact lists. Ensure business continuity in case of absence or turnover.
- Establish succession planning and cross-training for administrative staff in core functions, including RMS data entry, financial tracking, and legislative reporting. Maintain redundancy for essential processes to reduce service disruption risk.
- Formalize data quality and reporting procedures by creating SOPs for First Due data entry, quality control checks, and standardized reporting formats. Assign specific roles for monitoring RMS accuracy and following up on data discrepancies.
- Implement administrative support for Prevention and Training Divisions by creating a dedicated work plan for the part-time role, with measurable outcomes tied to Fire Prevention and Training Division performance targets. Use annual reviews to assess the impact of the role on inspection turnaround times, training delivery efficiency, and data quality improvements.

Communications and Technology

Overview

Effective emergency communications are fundamental to the safe and efficient operation of Port Colborne Fire & Emergency Services (PCFES). The current analog radio system consists of one repeated channel, one on-scene channel, and three in-vehicle repeaters. This limited configuration often creates congestion, especially when dispatchers are simultaneously paging crews and managing active incidents.

In addition, the in-vehicle and handheld radios are:

- Aged and increasingly unreliable.
- There are insufficient numbers to equip all responding firefighters.
- Mutual aid operations presently rely on the Ontario Fire Marshal (OFM) frequency, which does not provide the full functionality or interoperability of modern digital systems.

Planned Transition to P25 Digital Radio

PCFES is currently in the process of transitioning to the Niagara Region's P25 digital radio system, a project already budgeted over several years. This upgrade will:

- Add multiple dedicated talk groups.
- Allow dispatch to assign separate talk groups to each incident, reducing congestion and improving incident command communications.
- Provide improved clarity, coverage, and interoperability with other regional partners.

Key Consideration: Once the digital system is fully implemented, remaining analog users will be unable to directly communicate with P25 radios, making it essential to establish interoperability procedures with St. Catharine's Fire Dispatch and other mutual aid partners.

Next-Generation 9-1-1 (NG 9-1-1) Transition

The Canadian Radio-television and Telecommunications Commission (CRTC) has extended the deadline for NG 9-1-1 implementation to March 31, 2027. PCFES must collaborate with Niagara Region and St. Catharine's Fire Dispatch to:

- Ensure technical readiness.
- Coordinate public communication campaigns before and during rollout.
- Train staff on new NG 9-1-1 call-handling protocols.

Radio System Enhancements and Operational Considerations

- Coverage and Reliability
 - P25 coverage analysis (2021) suggests improved reliability over analog; however, no radio system provides 100% coverage.
 - Firefighters must be trained to operate effectively in weak or no-signal environments.
- Building Coverage Testing
 - All newly constructed buildings must be tested for radio signal strength.
 - Any buildings with deficiencies should be flagged for on-scene vehicle repeater use.

- Mutual Aid and Interoperability
 - Establish formal protocols with St. Catharine's Fire Dispatch to ensure seamless communications during joint operations.
 - Review interoperability procedures annually to reflect technological changes.
- Personnel Training - All PCFES members must receive comprehensive training on:
 - P25 system capabilities and limitations.
 - Proper use of portable, mobile, and repeater equipment
 - Signal-loss protocols.

Dispatch Agreement and Operations

PCFES operates under a 15-year dispatch contract (By-law No. 7116/58/23) with St. Catharine's Fire Services (expiring Dec. 31, 2037). Key elements include:

- Joint Operations Committee oversight for continuous service evaluation.
- Monthly and annual performance reporting.
- Adherence to NFPA 1061 and NFPA 1221 standards (future contracts should reflect NFPA 1225).
- Primary and backup dispatch facilities with a minimum of two dispatchers on duty.
- Recommendation: Confirm Public Safety Telecommunicator I & II certification for all dispatch personnel.

Records Management and Technology

PCFES uses First Due as its Records Management System (RMS) after transitioning from the legacy Lotus Notes platform.

Challenges Identified:

- Full migration of historical data (including building pre-plans) from Lotus Notes has not been completed.
- Some First Due modules, such as the real-time alerting and staffing availability tracker, are underutilized.
- Inconsistent use of mobile iPads for accessing incident data and inspection tools.

Opportunities:

- Complete data migration to ensure all pre-plan information is available at the time of dispatch.
- Provide structured training for staff on full RMS capabilities.
- Create an SOP for consistent use of First Due mobile functions.

CRA Findings and Risk Integration

The Community Risk Assessment (CRA) identified communications system reliability as a high-impact factor for incident success. Weaknesses in the analog system are most pronounced:

- In rural areas and along the canal, where coverage is spotty.
- During high-demand incidents, when a single repeated channel is insufficient, additional channels are needed.

The transition to P25 directly addresses these vulnerabilities and aligns with CRA recommendations for:

- Strengthening interoperability.
- Enhancing resource allocation.
- Reducing operational risk in scenarios such as multi-residential structure fires, hazardous materials incidents, and severe weather emergencies.

Recommendations

- Complete the P25 Digital Transition
 - Finalize infrastructure installation and system testing.
 - Implement mutual aid interoperability procedures before analog systems are fully phased out.
- Establish Communications SOPs/SOGs
 - Repeater usage protocols.
 - Weak-signal operating procedures.
 - Developing a coverage testing policy that aligns with developer compliance requirements.
- Implement Comprehensive Communications Training
 - All personnel are trained on P25 functions, NG 9-1-1 features, and interoperability protocols.
 - Annual refresher courses are tied to evolving technology.
- Strengthen Dispatch Oversight
 - Maintain an active PCFES seat on the Joint Operations Committee.
 - Include NFPA 1225 compliance in all future dispatch contracts.
 - Verify ongoing dispatcher certification to OFM-recognized standards.
- Maximize RMS Utilization
 - Complete migration of legacy Lotus Notes data into First Due.
 - Fully implement the alerting and staffing modules with supporting policies.
 - Provide hands-on training for consistent iPad usage by crews.
- Integrate Communications Planning with CRA Updates
 - Use CRA findings to prioritize communications upgrades.
 - Reassess risk and technology alignment during each CRA review cycle.

Records Management System

Port Colborne Fire & Emergency Services (PCFES) currently utilizes First Due as its primary Records Management System (RMS). First Due is a cloud-based, public safety–focused platform designed to integrate multiple operational modules, including incident reporting, asset tracking, scheduling, pre-incident planning, training management, and firefighter health and safety tracking. The system has the capacity to greatly enhance operational efficiency, data accessibility, and compliance reporting when fully utilized.

Prior to adopting First Due, PCFES used Lotus Notes as its RMS. Historical data from Lotus Notes—including pre-incident plans, building information, inspection histories, and other operational documentation—has not yet been migrated to First Due. This gap in data transfer has reduced the amount of vital information readily available to

dispatchers, responding crews, and command staff, potentially impacting situational awareness and decision-making at emergency scenes.

The Cancer Prevention Exposure & Wellness module in First Due, which tracks firefighter exposure incidents for occupational health monitoring, is not currently in use. Exposure reports are still completed and stored in paper format, limiting accessibility, long-term tracking, and integration with other firefighter health initiatives.

In addition, First Due's Alerting and Response module—which can notify firefighters (full-time, paid-on-call, and call-back personnel) of incidents and provide real-time staffing availability—has not been implemented consistently. This feature would allow incident commanders and dispatchers to know in advance how many personnel are responding to the station, enabling better resource allocation and deployment decisions.

Other Ontario fire departments currently using First Due are successfully leveraging more of its available modules, highlighting the potential for PCFES to expand functionality through staff training and implementation planning.

Technology Integration – Mobile Data Terminals

PCFES vehicles are equipped with iPads that can access First Due and provide crews with incident data, pre-plans, and mapping en route to calls. However, interviews with staff indicate that these devices are underutilized due to limited training, inconsistent data availability, and a lack of established usage protocols. Expanding the use of mobile technology will directly improve operational efficiency, reduce reliance on paper processes, and ensure firefighters have immediate access to critical information while responding.

Recommendations

- **Data Migration Project:** Collaborate with the City of Port Colborne's IT department and First Due technical support to migrate all historical data from Lotus Notes into First Due. Prioritize importing building pre-plans, inspection histories, and occupancy risk data to enhance incident readiness.
- **Cancer Exposure & Wellness Tracking:** Transition from paper-based exposure tracking to the Cancer Prevention Exposure & Wellness module in First Due. Develop a policy requiring all exposure reports to be completed digitally within the RMS.
- **Alerting Module Implementation:** Establish an implementation team (including operational staff, dispatch, and IT support) to configure and test the First Due Alerting and Response module. Once operational, the Fire Chief should issue a Standard Operating Procedure (SOP) outlining its use for all incidents.
- **Training Program for Staff:** Provide comprehensive training for all staff on First Due's current and potential modules. Conduct refresher training sessions every 12 months to ensure consistent use and adoption of best practices.
- **Module Expansion Plan:** Create a phased plan for implementing additional First Due modules (e.g., asset tracking, hydrant management, training records, equipment inspections). Align implementation with operational priorities and budget availability.
- **Mobile Device Utilization:** Standardize the use of iPads as Mobile Data Terminals (MDTs) in all apparatus. Develop an SOG for MDT use during response,

including accessing incident details, maps, and pre-plans in real-time. Provide scenario-based training to encourage consistent field use.

Firefighter Mental Health and Wellness

The mental health and well-being of Port Colborne Fire & Emergency Services (PCFES) personnel is fundamental to operational readiness, workplace culture, and the long-term sustainability of service delivery. In July 2025, the ESSSi Mental Health and Well-Being Survey was completed with 100% participation from all 19 full-time members of the department.

The survey results reflect a department in the early stages of a positive cultural renewal. Members reported increasing openness to discussing mental health, growing trust in peers, and improved morale, in part due to recent leadership changes that have enhanced approachability and engagement.

While these developments are encouraging, several key challenges remain:

- Limited Supports and Lack of Clarity – Uncertainty regarding available mental health resources and access procedures.
- Training Gaps – Low confidence in identifying and supporting colleagues in psychological distress.
- Cultural Stigma – Although declining, stigma still influences members' willingness to seek help.
- Systemic Barriers – Concerns over confidentiality, municipal processes, and workload stressors continue to affect wellness and contribute to burnout.

To address these issues, PCFES should take a structured, multi-layered approach that embeds mental health and wellness into everyday operations, leadership practices, and organizational culture. This involves strengthening prevention and early intervention, ensuring access to specialized care, and fostering an environment where psychological health is valued equally with physical safety.

The following recommendations outline strategic actions to build resilience, enhance support systems, and position PCFES as a leader in progressive mental health practice among small-sized fire services.

Recommendations

Deliver Organization-Wide Mental Health Training

Implement customized, interactive mental health training for all members, moving beyond awareness to develop stigma reduction, trust-building, and practical self-care

and peer-support skills. Incorporate scenario-based and role-specific learning for leadership and frontline personnel.

Develop a Comprehensive Mental Health Strategy

Create a formal mental health strategy that includes peer support programs, Critical Incident Stress Management (CISM) protocols, and clinical partnerships with culturally competent professionals. Incorporate clear policies for mental health disclosures, accommodations, and return-to-work planning.

Establish a Formal Peer Support Program

Develop and train an internal peer support team trusted by members, with potential regional partnerships to expand resources and coverage. Ensure confidentiality and voluntary participation are embedded in the program.

Implement Evidence-Informed CISM Protocols

Adopt voluntary, evidence-informed Critical Incident Stress Management processes following high-impact events, ensuring that support is offered promptly and confidentially.

Build Clinical Partnerships with Mental Health Professionals

Formalize agreements with clinicians experienced in working with emergency service personnel. Ensure access to culturally competent care for both proactive wellness checks and reactive mental health needs.

Create a Policy and Communication Framework

Establish clear procedures for mental health disclosures, workplace accommodations, and return-to-work planning. Communicate these policies to all members to ensure awareness, trust, and consistent application.

Engage Members in Strategy Development

Involve frontline personnel in the design and rollout of the mental health strategy to ensure it reflects operational realities, builds trust, and enhances adoption.

Fire Prevention and Public Education

An effective fire prevention program is the cornerstone of community fire protection and directly supports the Three Lines of Defence model adopted in Ontario:

1. Public Education and Prevention – Educating the public about fire safety and implementing programs to prevent fires before they occur.
2. Fire Safety Standards and Enforcement – Ensuring buildings and occupancies comply with fire codes, building codes, and applicable standards to reduce the likelihood and consequences of fires.

3. Emergency Response – Responding quickly and effectively when a fire or emergency occurs.

Given the staffing limitations and first response capabilities of Port Colborne Fire and Emergency Services (PCFES), a greater emphasis must be placed on the first two lines of defence—public education and fire safety enforcement. By preventing incidents and reducing their severity, PCFES can better manage risk and ensure public safety while optimizing available resources.

Legislative and Best Practice Framework

The Fire Protection and Prevention Act (FPPA) mandates that every municipality:

- Establish a program in the city which must include public education with respect to fire safety and certain components of fire prevention; and
- Provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.
- The identification of local needs and circumstances is informed through the development of the Community Risk Assessment (CRA) required by Ontario Regulation 378/18.

Industry best practices integrate:

- The FPPA requirements.
- NFPA 1730 – Standard for the Deployment of Fire Inspection and Code Enforcement, Plan Review, and Public Education.
- The NFPA Fire and Life Safety Ecosystem.

Existing Fire Prevention and Public Education Staffing

PCFES currently operates with a single Fire Prevention Officer (FPO). No job description was available for review during this process, but based on interviews and documentation, the role includes:

- Oversight of fire and building code inspections, fire investigations, and enforcement of applicable federal/provincial legislation, municipal by-laws, policies, and operational guidelines.
- Development and coordination of public education programs.
- Liaison with stakeholders in community development, site planning, and infrastructure.

Fire Prevention Officer Qualifications

Applicable NFPA Pro-Qual Standards and compliance timelines are as follows:

- NFPA 1031 – Fire Inspector I and II (Compliance by July 1, 2026)
- NFPA 1033 – Fire Investigator (Compliance by July 1, 2026)
- NFPA 1035 – Fire and Life Safety Educator I (Compliance by July 1, 2026)

The current FPO is grandfathered under NFPA 1031, 1033, and 1035, but is the only staff member certified to NFPA 1033 within the department.

Current Inspection and Enforcement Program

The current program consists primarily of:

- Annual inspections and fire drills for vulnerable occupancies (O. Reg. 150/13 and O. Reg. 364/13).
- Complaint- and request-based inspections in compliance with O. Reg. 365/13

Due to the heavy workload on the single FPO:

- No proactive or cyclical inspection program is in place.
- Communal areas in Sherkston Shores are inspected, but not individual units.
- Commercial/industrial occupancies are inspected only upon complaint or request.
- Restaurants were inspected in 2023, but other occupancy types may go up to five years without an inspection.

Fire Prevention Policy and Guidelines

No Council-approved Fire Prevention Policy exists. The current strategic plan in Appendix C contains generic objectives but lacks specific service levels. Operational Guidelines exist (OG 701, 706, 707, 709, 710) but are outdated and require revision to reflect:

- Current legislation.
- Ontario Fire Code and Building Code changes.
- Best practices for inspection, enforcement, and public education.

Proposed Enhancements – Inspections

- Establish a Council-approved Fire Prevention Policy defining service levels.
- Update all Fire Prevention Operating Guidelines to align with current codes and industry standards.
- Adopt proactive inspection programs aligned with CRA risk treatment options:
 - Commercial/Industrial/Mercantile – Inspect every two years.
 - Legacy Buildings – Annual inspections and owner education.
 - Single-Family Occupancies – Smoke/CO alarm and escape planning education.
- Utilize in-service suppression crews for basic inspections, following certification to NFPA 1031 Level I.
- Complete NFPA 1300 staffing/resource analysis to determine FTE needs for proactive programs.
- Increase involvement in site plan and building plan reviews to ensure fire protection considerations are embedded at the earliest stages of development.

Public Education – Current and Proposed

Current Activities include:

- Community Safety Day with partners.
- Fire Prevention Week “Touch the Truck” event.
- School visits at year-end fun days.
- Material distribution at Sherkston Shores sales office.
- Brownies and youth group presentations.
- Seniors’ fire safety talks.
- Fire extinguisher training for local businesses.

Proposed Enhancements:

- Prioritize Smoke/CO alarm and escape planning education citywide.
- Develop targeted campaigns for:
 - Commercial, industrial, and manufacturing sectors.
 - Legacy building owners.
 - Seniors (27% of the population).
 - Youth (in-school programs on alarms, extinguishers, and escape planning).
 - Seasonal residents and tourists.
 - High-risk fire causes (cooking, heating, chimneys, construction practices).
 - Promote public understanding of the Three Lines of Defence.
 - Engage annually with builders to promote residential sprinklers.
 - Develop a strategic public education growth plan.

Recommendations

- Approve and implement a formal Fire Prevention Policy with defined service levels.
- Allocate resources for at least one additional FPO to allow proactive inspections.
- Integrate in-service crews into inspection duties to expand reach.
- Expand and formalize public education programs with targeted campaigns.
- Establish annual KPI tracking for both inspections and public education, with Council review.

Data Collection and Performance Tracking

Key Performance Indicators (KPIs) are measurable values that track the performance of specific activities or objectives within an organization. For a fire department, KPIs provide objective, quantifiable data on service delivery, program reach, and operational effectiveness. This information is invaluable for identifying trends, measuring progress, and making informed, data-driven decisions.

Importance of KPIs to PCFES

Implementing a formal KPI framework will:

- **Track and Evaluate Program Activity:** Monitor fire prevention inspections, public education sessions, and suppression performance to ensure alignment with Council-approved levels of service.
- **Assess Workload and Effectiveness:** Identify how staff time and resources are distributed between prevention, training, suppression, and administrative tasks.
- **Inform Strategic and Financial Planning:** Use performance data to justify staffing levels, equipment purchases, and facility investments.
- **Support Evidence-Based Decisions by Council:** Provide Council with reliable, current information to guide service level decisions, policy changes, and budget approvals.
- **Demonstrate Accountability and Transparency:** Clearly show the community and stakeholders how resources are being used and the results being achieved.

Current Situation

At present, PCFES does not have a robust historical data set to establish trend lines or baseline measurements. During the CRA/FMP process, the fire management team made efforts to gather existing documentation, but the information was fragmented and incomplete. This limitation underscores the need for a go-forward strategy to ensure consistent and comprehensive data collection.

Go-Forward Strategy

Initiate a KPI Development Process:

- Identify core service areas (fire prevention, public education, suppression, training, specialty rescue).
- Define measurable indicators for each area (e.g., number of inspections completed, response times, training hours, public education contacts).
- Integrate KPI Tracking into Existing Software:
 - Fully utilize the First Due system to log and track all relevant activities in real time.
- Annual KPI Review:
 - Conduct an annual analysis of KPI results.
 - Compare data year-over-year to identify improvements, emerging risks, and resource gaps.
- Align KPI Reporting with Council and Public Communication:
 - Present KPI summaries during annual budget cycles to reinforce funding needs and demonstrate return on investment.
- Continuous Improvement:
 - Adjust KPIs as services evolve, ensuring they remain relevant to Council priorities, community risks, and operational capacity.

Recommendations

- Implement a formal KPI framework within the next fiscal year, using First Due as the primary tracking tool.
- Assign responsibility for KPI data entry, monitoring, and reporting to a designated officer, ensuring accuracy and consistency.
- Present an annual KPI report to Council to support data-driven service level and budgetary decisions.
- Use KPI data to inform operational planning, staffing models, and future Fire Master Plan updates.

Training

Effective Training and Firefighter Safety

A well-structured and continuously evolving training program is essential to ensuring firefighter safety, operational effectiveness, and compliance with legislative and industry standards. Training not only provides the skills necessary to respond to emergencies safely and efficiently, but it also reinforces the culture of safety, professional competency, and preparedness that is critical to Port Colborne Fire and Emergency Services (PCFES).

The department's training program must be aligned with the Three Lines of Defence

model by ensuring that personnel are proficient in prevention, code enforcement, and emergency response, with a strong emphasis on the Council-approved levels of service.

Provincial Context and Certification Requirements

Ontario's fire service has undergone significant modernization in training and certification, shaped by:

- The expansion of NFPA Pro-Qual certification programs to Regional Training Centres (RTCs) and online formats.
- The closure of the Ontario Fire College's Gravenhurst Campus.
- Introduction of Learning Contracts, allowing municipal fire departments to teach the OFC curriculum internally.
- Enactment of O. Reg. 343/22 – Firefighter Certification (effective April 14, 2022), requiring all firefighters to be certified to NFPA Pro-Qual standards within four to six years.
- Under O. Reg. 343/22, certification must be issued by the Fire Marshal or recognized by IFSAC or ProBoard as equivalent.
- Two critical deadlines are:
 - July 1, 2026 – Fire suppression-related certifications.
 - July 1, 2028 – Specialty rescue certifications.

Training Division and Resources

In Spring 2025, Port Colborne Fire & Emergency Services (PCFES) hired its first full-time Training Officer (TO).

The TO is responsible for developing, organizing, delivering, and evaluating all training programs for both full-time employees and Paid-on-Call (POC) firefighters, with a strong emphasis on health and safety.

Key responsibilities of the Training Officer include:

- Delivering recruit and incumbent training in suppression, rescue, and specialty disciplines.
- Instructional planning, preparation of training materials, and evaluation methodology.
- Researching policies and procedures to ensure alignment with best practices.
- Maintaining accurate training schedules and records within the department's learning management system (LMS).
- Assisting with promotional exam preparation and delivery.
- Responding to incidents to provide training or operational support.

The Training Officer holds an extensive list of certifications, including NFPA 1001, 1002, 1021 (Levels I–III), 1041 (Levels I–II), 1031, 1035, 1072, and multiple Ontario Fire Code certifications.

Current Training Program

- Full-Time Firefighters: Required to complete a minimum of 120 hours of training annually.
- Paid-on-Call Firefighters: Required to attend five hours of training per month.
- Recruit Training: Prepares POC firefighters to NFPA 1001 Levels I & II before they are assigned to apparatus.
- Current delivery includes splitting POC training into two groups: half trained by the Training Officer and half by on-duty crews.
- All suppression captains and 50% of acting captains currently hold NFPA 1031 Fire Inspector Level I certification,
- Supporting fire prevention activities.

Fast-Track Program for Certified POC Recruits

To enhance operational readiness, PCFES should implement a Fast-Track Competency Program for POC recruits who already hold NFPA 1001 Levels I & II certification.

This program would:

- Evaluate existing skills against PCFES operational procedures.
- Conduct competency checks on apparatus operations, SCBA use, ladder deployment, hose handling, and local SOG compliance.
- Allow certified recruits to be placed on active duty more quickly, reducing the time spent in the full recruit program intended for untrained personnel.

This approach would increase the pool of operationally ready firefighters while reducing the training burden on staff, without compromising safety or performance standards.

Current Training Structure

A training structure is located at the rear of the fire station (Figure 2) and is used regularly for scenario-based training in ladder operations.



Figure 2: Training Facility - converted sea containers.

Hose advancement, search and rescue, ventilation, and technical rescue. While valuable for skill development, the structure is not designed or certified for live fire evolutions.

PCFES does not have a dedicated live burn facility. Current annual live fire training is limited to burn barrels in a shipping container.

Which, while useful, does not replicate the conditions encountered in structural fire scenarios. This restricts the department from completing NFPA 1403–compliant training on-site, requiring reliance on external facilities to meet O. Reg. 343/22 and NFPA standards.

Specialty Rescue Training

Based on the Establishing and Regulating By-law and operational activities, the following specialty rescues are relevant to PCFES:

- Ice and surface water rescue (NFPA 1006, Chapters 17, 18, 20).
- Rope rescue (NFPA 1006, Chapter 5).
- Hazardous materials response (NFPA 1072).
- Confined space rescue (NFPA 1006, Chapter 7).
- Trench rescue (NFPA 1670, Chapter 11).
- Shipboard Firefighting (NFPA 1005 Standard for Professional Qualifications for Marine Fire Fighting for Land-Based Fire Fighters)
- Shipboard firefighting and confined space rescue (high-risk, low-frequency events).

Currently, PCFES performs some of these rescues without the corresponding ProBoard certifications, which will be required by July 1, 2028, to maintain Council-approved levels of service.

Future Training Needs

- Identify permanent or shared facilities for hands-on training in firefighting, rope rescue, and water rescue.
- Update training equipment to match approved service levels.
- Revise Standard Operating Guidelines (SOGs) to reflect modern standards and ensure training reflects updates.
- Expand administrative and instructional support for the Training Officer as programs grow in scope.

Recommendations

- Implement a Fast-Track Competency Program for NFPA 1001–certified POC recruits to accelerate deployment.
- Partner with the Office of the Fire Marshal (OFM) to bring the OFM Fire Trailer to Port Colborne annually for certified live fire training.
- Explore long-term solutions to secure ongoing live fire training, including upgrading the existing structure.

- Establishing regional partnerships or allocating dedicated funding for accredited centres.
- Obtain FUS-approved Tanker Shuttle Accreditation
- Ensure all specialty rescue programs are delivered at the Council-approved level of service (Awareness, Operations, Technician) and achieve the required NFPA certifications before delivery.
- Identify and secure permanent or shared facilities for hands-on specialty rescue training.
- Update and modernize training equipment to align with approved service levels.
- Revise and update all SOGs to reflect current standards and provide training accordingly.
- Increase administrative and instructional support for the Training Officer to sustain program delivery.
- Determine which specialty rescues will be delivered in-house and which will be managed through mutual aid or specialized agreements. Ensuring alignment with available resources and firefighter safety.

Fire Station and Facilities

Port Colborne Fire & Emergency Services (PCFES) operates from a single fire station located at 3 Killaly Street. This facility provides emergency coverage for the municipality's urban, industrial, and rural zones. The station was constructed approximately 13 years ago with the intent to allow for future capacity at the time of opening. While the building remains functional, operational growth, staffing increases, and best practice changes in firefighter health and safety now require targeted upgrades and renovations.

Current Facility Features

The existing station includes:

- Apparatus bays for frontline and reserve fire vehicles.
- Gear storage and SCBA room.
- Administrative offices for command, training, and clerical functions.
- Crew quarters, including kitchen, day room, and dormitory.
- Dedicated maintenance and decontamination areas for equipment.
- Backup power via a dedicated generator room.
- Training spaces within the administration area.
- The building is fitted with an exhaust extraction system for each apparatus bay, improving indoor air quality when vehicles are started or returned to service.

Personal Protective Equipment (PPE) and Bunker Gear Storage

PCFES has made progress in bunker gear storage in line with OSHA Section 21 Guidance Note 4-8, which emphasizes proper care, maintenance, inspection, and storage to safeguard firefighter health and prolong PPE service life.

Currently, much of the bunker gear for on-duty firefighters is stored along the walls of the apparatus bay (Figures 3 and 4), where it remains exposed to diesel exhaust fumes and sunlight. Both can contribute to contamination, accelerated wear, and reduced protective performance.



Figure 3 - Firefighters' gear is stored on the apparatus floor.



Figure 4 - Bunker Gear Storage Room

Identified issues:

- Bunker gear worn at fire scenes may off-gas toxins into the station air when stored on the apparatus floor.
- The existing small storage space off the gear cleaning room is insufficient to accommodate all off-duty firefighter PPE.

Recommendations:

Relocate the existing standby generator (currently housed in an indoor generator room) to an exterior location on the south side of the station. This location is close to both the natural gas service and the main electrical room, making the move technically feasible.

Convert the vacated generator room into a negative-pressure PPE storage room vented to the outside.

This new dedicated PPE storage room would:

- Remove all bunker gear from apparatus bay walls.
- Reduce exposure to diesel exhaust and UV light.
- Improve firefighter health and safety.
- Extend PPE service life.

Gear Cleaning and Drying Facilities

The station includes a PPE washer and an older tumble dryer (Figure 5), which is no longer used because the tumbling action accelerates gear wear.



Figure 5 - Gear Washing Room

Recommendations:

- Acquire a forced-air bunker gear dryer designed to circulate heated air around hanging gear.
- Locate the dryer, along with worktables for reassembly, in the repurposed PPE storage space after generator relocation.

SCBA and Air Bottle Storage

The SCBA storage room (Figures 6 and 7) is adequate in layout but lacks sufficient capacity for storing additional breathing apparatus. Spare bottles are required.

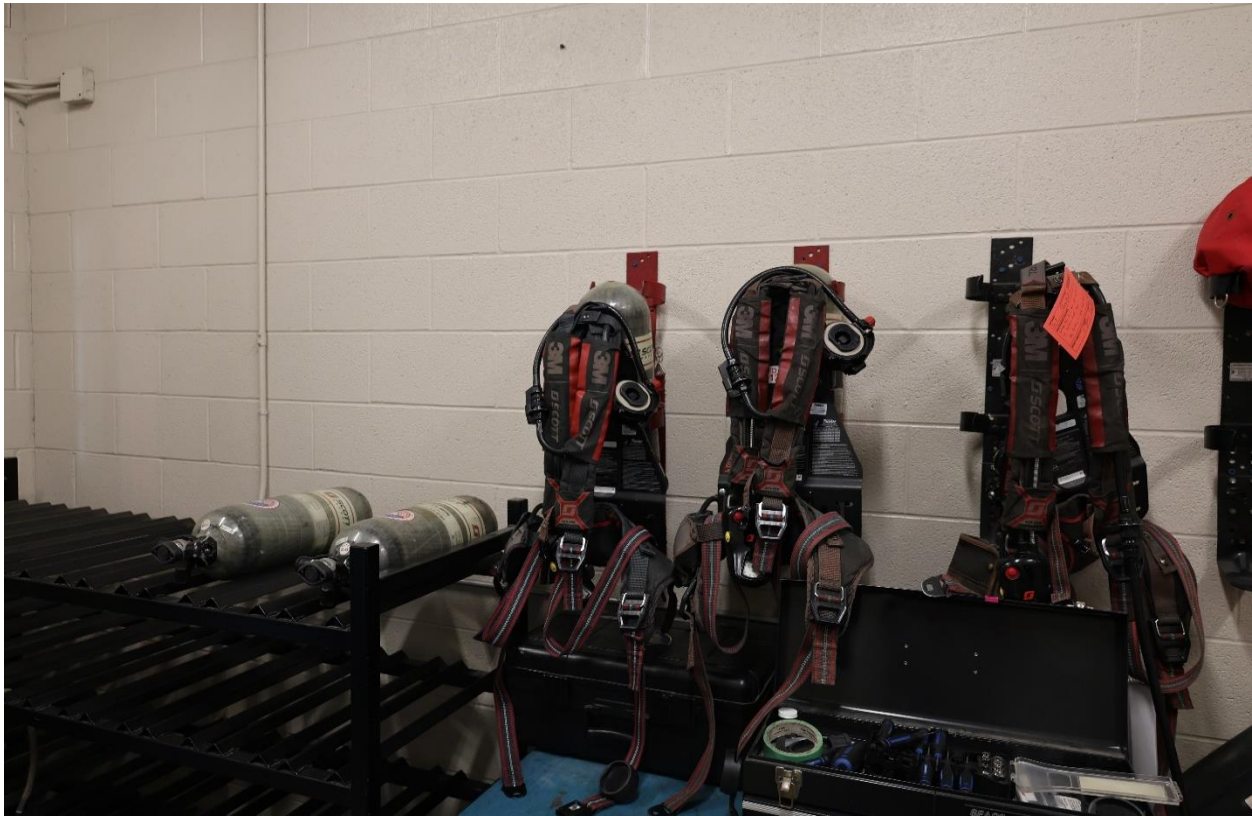


Figure 6 - SCBA Repair and Storage Room



Figure 7 - SCBA Repair and Storage Room

Recommendations

- Purchase additional SCBA units to ensure every firefighter at a major incident has an assigned unit.
- Acquire additional air bottles to build a reserve cache for prolonged operations.

Space Constraints and Staffing Growth

With recent and proposed staffing increases and the anticipated need for more on-duty firefighters, certain areas of the station—especially crew quarters—are becoming tight for space.

Observations:

- Quarters need minor upgrades to meet the operational and comfort needs of larger crews.
- Administrative and training spaces are currently sufficient, with some available space for future renovations.



Figure 8 - Firefighters Day Room



Figure 9 - Firefighters' Kitchen



Figure 10 - Firefighters Exercise Room



Figure 11 - Firefighters' Dormitory



Figure 12 - Training Room

Summary and Short-Term Viability

If the above-targeted facility upgrades are implemented—including generator relocation, creation of a dedicated PPE storage room, acquisition of modern gear drying equipment, and expansion of SCBA reserves—the current station will remain adequate to meet PCFES's operational needs for the short term.

However, a longer-term facilities assessment is needed to evaluate modernization, potential expansion, or relocation, ensuring the station remains aligned with future staffing, training, and apparatus requirements as the community grows.

Apparatus and Equipment

Port Colborne Fire & Emergency Services (PCFES) maintains a fleet of firefighting and emergency response apparatus that is appropriate for the municipality's size, geographic layout, and service requirements. The current fleet supports emergency operations in urban, rural, and industrial areas, ensuring the department can respond effectively to a range of incidents.

Current Fleet Composition

The fleet includes:

- Pumpers – Frontline units equipped for structural firefighting, initial attack, and water supply.
- Aerial Apparatus – Provides elevated master streams, access to multistorey structures, and technical rescue capabilities.
- Tanker – Supports rural operations by transporting large volumes of water to areas without hydrant coverage, contributing to the department's Tanker Shuttle Accreditation.
- Rescue Unit – A specialized vehicle equipped for technical rescues, hazardous materials response support, and scene lighting; it replaced a pumper but does not carry a pump, resulting in reduced pumping capacity across the fleet.
- Support Vehicles – Include command, utility, and logistics vehicles for operational support and personnel transport.



Figure 13 - Engine 1



Figure 14 - Engine 2



Figure 15 - Ladder 1



Figure 16 - Rescue 1



Figure 17 - Tanker 1



Figure 18 - FPO 1 Fire Prevention



Figure 19 - C1 Fire Chief

Asset Management and Lifecycle Planning

Apparatus and Equipment

At present, PCFES does not have a formal asset management plan to guide the systematic replacement and modernization of apparatus. This presents a risk of capability gaps as vehicles approach or exceed their expected service life.

Key observations:

- The aerial apparatus is 20 years old and nearing the end of its reliable service life based on NFPA 1911 recommendations, Fire Underwriters Survey (FUS) standards, and industry best practices.
- The department's pumping capacity is limited to one frontline pumper due to the replacement of a second pumper with the current rescue unit.
- Apparatus replacement should be planned to ensure redundancy, operational reliability, and compliance with current safety standards.

The Fire Underwriters Survey (FUS) provides nationally recognized benchmarks that are directly tied to insurance grading and community risk ratings. FUS recommends that pumpers and other primary response units serve 15 years in frontline service, transition to reserve status for up to 5 years, and be retired at 20 years of age. While extensions beyond this period may be considered, they require formal testing and written approval by FUS. Aligning Port Colborne's lifecycle planning with both NFPA 1911 and FUS guidelines will help ensure that apparatus remain safe, reliable, and compliant, while also supporting favourable fire insurance grading for the community.

Recommendation

Develop and implement a comprehensive Apparatus Asset Management Plan within the broader municipal asset management framework, explicitly aligning replacement cycles with NFPA 1911 and FUS benchmarks.

Apparatus Replacement Schedule

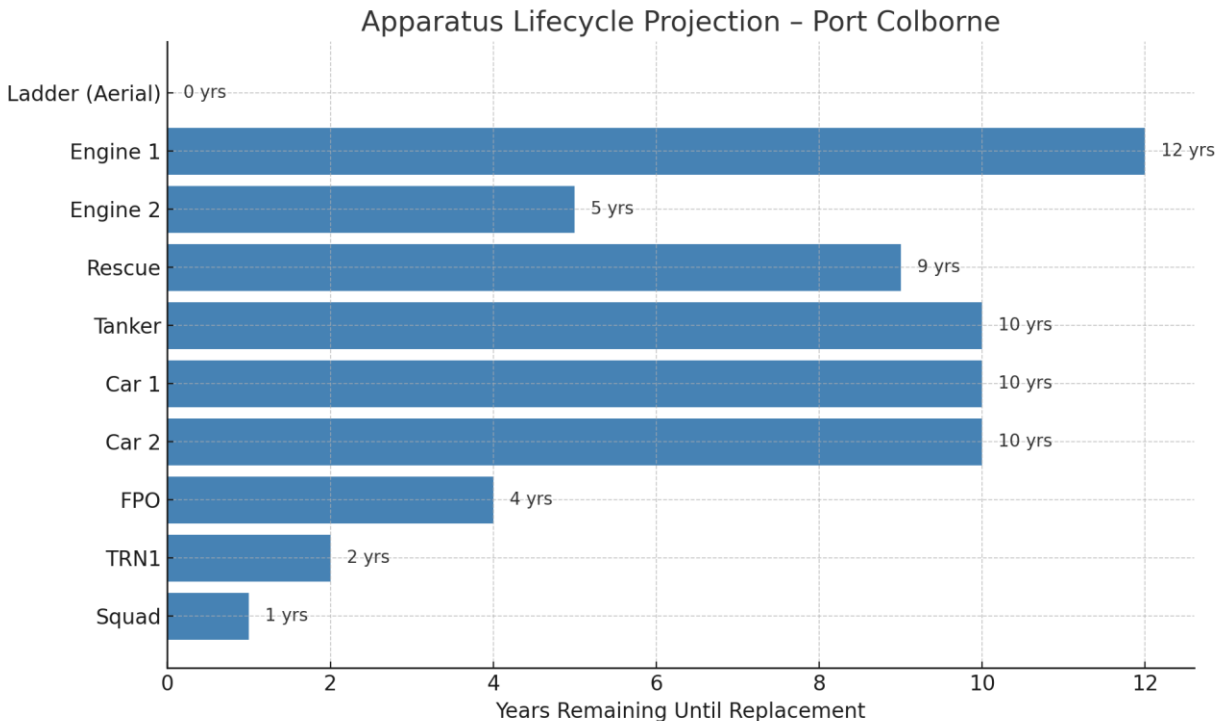
Apparatus	Manufacturer	Manufacture Date	In-Service Age	Recommended Service Life*	Projected Replacement Year
Ladder (Aerial)	Pierce	Jan 2005	20 yrs	20 yrs frontline (retire at 20 yrs)	2025
Engine 1	Dependable / Spartan	Aug 2023	2 yrs	15 yrs frontline + 5 yrs reserve (retire at 20 yrs)	2037
Engine 2	Dependable / Spartan	Oct 2015	10 yrs	15 yrs frontline + 5 yrs reserve (retire at 20 yrs)	2030
Rescue	Spartan	Jan 2012	13 yrs	20 yrs frontline (retire at 20 yrs)	2034
Tanker	Freightliner / Dependable	Mar 2015	10 yrs	20 yrs frontline (retire at 20 yrs)	2035
Car 1	Chevrolet	Jan 2025	<1 yr	10 yrs	2035
Car 2	Chevrolet	Jan 2025	<1 yr	10 yrs	2035
Fire Prevention Officer (FPO)	Ford	Jan 2019	6 yrs	10 yrs	2029
Training (TRN1)	Ford	Jan 2017	8 yrs	10 yrs	2027
Squad	Dodge Ram	Jan 2011	14 yrs	10 yrs	2026

* Recommended Service Life (aligned with NFPA 1911 and Fire Underwriters Survey benchmarks):

- Engines (Pumpers): 15 years frontline + 5 years reserve (retire at 20 years)
- Aerial Apparatus (Ladders): 20 years frontline (retire at 20 years)
- Tankers: 20 years frontline (retire at 20 years)
- Rescues: 20 years frontline (retire at 20 years)
- Service Vehicles (cars, SUVs, pickups, staff units): 10 years

Note: Extensions beyond 20 years require formal testing and written FUS approval.

Apparatus Lifecycle Projection



Fleet Maintenance

Fleet maintenance is currently outsourced to an external service provider under a contract with the City of Port Colborne. This ensures access to specialized mechanical expertise and compliance with manufacturer maintenance schedules; however, proactive lifecycle planning will be essential to manage long-term costs and ensure fleet readiness.

Respiratory Protection Plan

Firefighting operations regularly expose personnel to hazardous atmospheres containing toxic gases, particulate matter, and other contaminants capable of causing both acute and chronic health effects. Protection from these occupational hazards is critical to firefighter health, safety, and long-term well-being.

In accordance with Ontario Regulation 833 and the Occupational Health and Safety Act (OHSA), employers are obligated to protect workers operating in hazardous environments. In the fire service, this protection is primarily achieved through the proper use of Self-Contained Breathing Apparatus (SCBA) and the implementation of a robust Respiratory Protection Program.

A compliant respiratory protection program must include:

- Written procedures for the selection, inspection, care, and maintenance of SCBA equipment.
- Training and competency verification for all firefighters in the proper donning, doffing, use, and limitations of SCBA.

- Fit testing for all SCBA facepieces in accordance with CSA Z94.4 standards.
- Ongoing instruction in recognizing respiratory hazards, understanding safe operating times, and managing air supply during emergency operations.
- Recordkeeping and program review to ensure accountability and compliance with evolving standards.

The OHSA Section 21 Guidance Note 4-9 outlines expectations for a Respiratory Protection Program, while NFPA 1500 and CSA Z94.4 provide technical requirements and best practices to ensure operational safety and effectiveness.

Current State in Port Colborne

Port Colborne Fire & Emergency Services (PCFES) has a respiratory protection program in place, last revised in 2017. While the existing document provides a foundation for compliance, it predates recent updates to NFPA 1500, CSA Z94.4, and other occupational safety guidelines. As such, it may not fully address the latest advancements in respiratory protection, SCBA technology, or best practices in contamination control.

Recommendation

- Conduct a full review and update of the Respiratory Protection Program to align with the most current editions of NFPA 1500 and CSA Z94.4, incorporating any applicable provincial regulations and industry advancements since 2017.
- Integrate enhanced procedures for post-incident decontamination of SCBA to reduce carcinogen exposure risk.
- Include a formalized annual training and fit-testing schedule for all firefighters, including Paid-on-Call personnel.
- Strengthen recordkeeping and program audit processes to ensure continued compliance and continuous improvement.

Protecting firefighters from occupational illness is not only a legislative requirement but also a moral obligation. A modernized Respiratory Protection Program will help safeguard Port Colborne's firefighters against both immediate and long-term respiratory health risks, ensuring they can perform their duties safely and effectively.

Suppression Services and Staffing Model

Current Staffing and Deployment Challenges

As a composite department, Port Colborne Fire and Emergency Services (PCFES) relies on both career staff and Paid-on-Call (PoC) firefighters. Career staff manage administration, training, and core coverage functions, while PoC firefighters provide essential operational response.

The Community Risk Assessment (CRA) identified significant challenges with staffing and deployment, particularly the ability to assemble a safe and effective Fire Attack Team within critical timeframes.

Current on-duty staffing consists of three full-time firefighters per shift, supported by two floaters who provide coverage when available. Only one firefighter is permitted to be off per day, and floaters are used to fill gaps. Overtime is managed internally, and in rare cases, shifts may be split. The Association currently oversees overtime scheduling.

The most pressing concern is the 'alone time' experienced by the initial crew. With only three firefighters on duty, a working structure fire demands critical tasks—such as suppression, search and rescue, ventilation, and rapid intervention—that cannot be performed simultaneously. This places extreme pressure on the initial crew, who may act beyond safe operating limits while waiting for PoC or callback staff to arrive. During daytime hours, PoC turnout may be as low as one firefighter, further compounding the risk.

Fire Attack Team Requirements

NFPA 1710 recommends a minimum of 14–15 firefighters on scene within the initial minutes of a working structure fire. These positions include an Incident Commander, pump operator, interior attack teams, search and rescue crews, ventilation teams, rapid intervention, water supply operators, and safety officers.

When compared to PCFES's staffing model, a significant gap exists between required staffing and available personnel during initial response. This gap reduces the ability to carry out life-saving operations safely and effectively.

Fire Ground Effectiveness

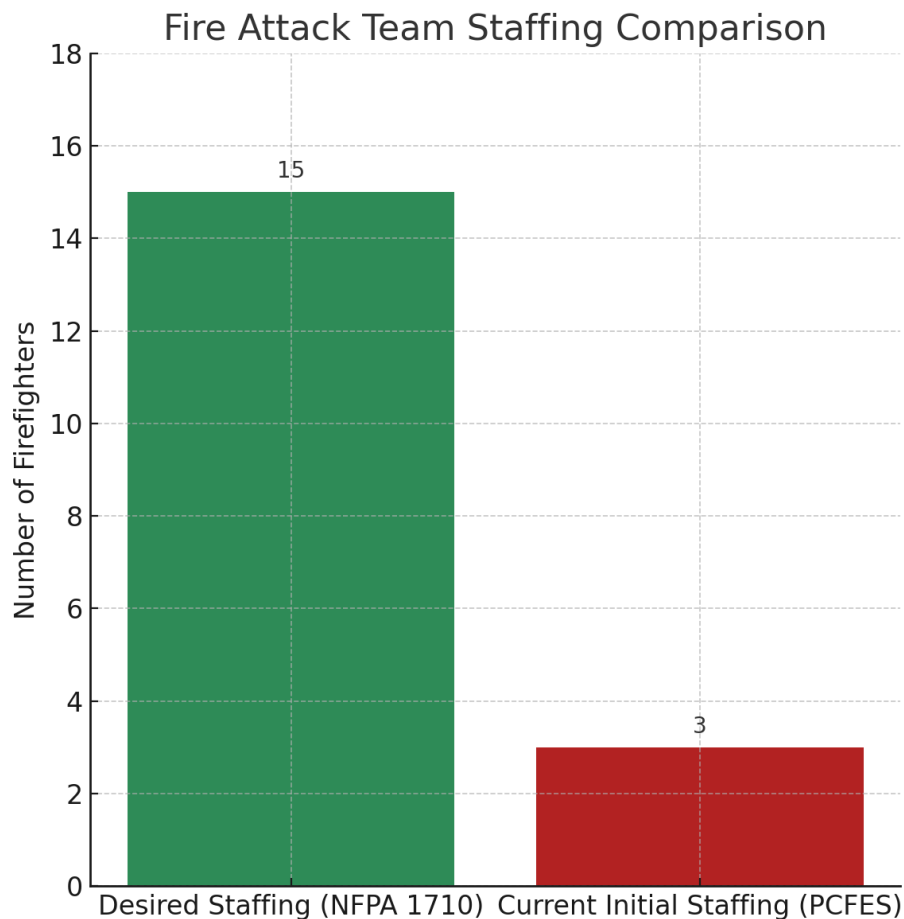
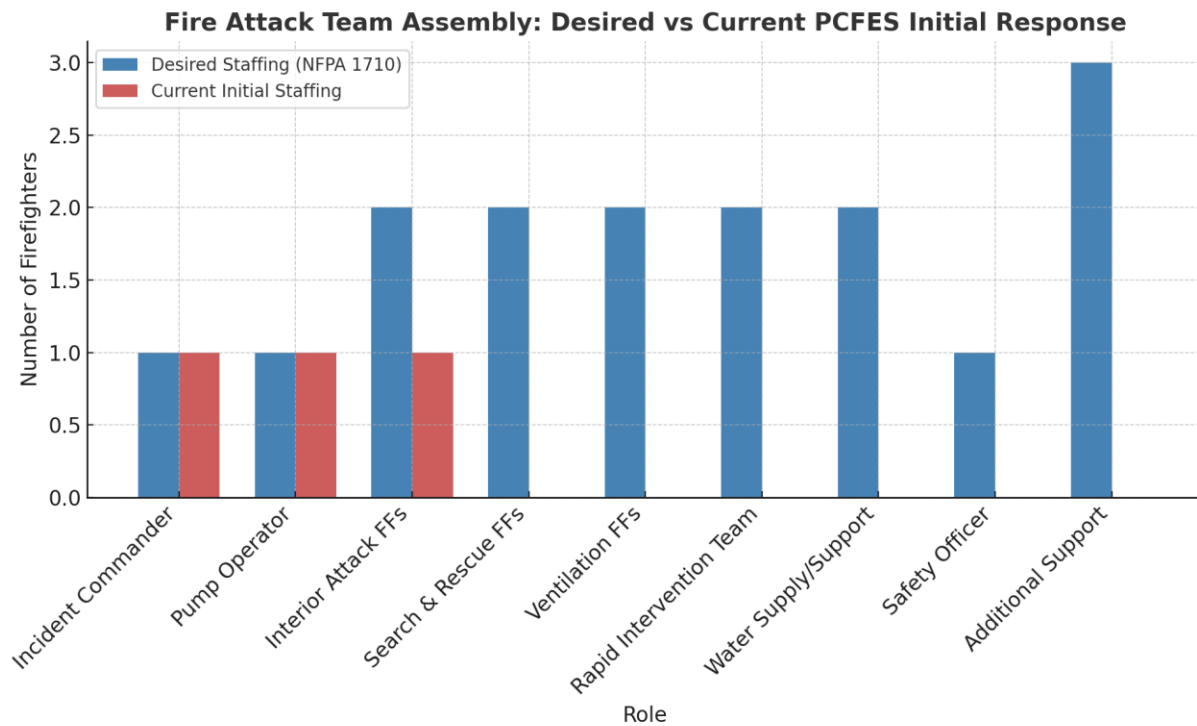
The Fire Ground Effectiveness Sub-Model evaluates a fire department's ability to manage structure fires based on firefighter numbers and arrival times. The model emphasizes that firefighting tasks are interdependent, and multiple objectives must be achieved simultaneously for effective outcomes.

The model categorizes fireground objectives into three groups:

1. Rescue – locating, protecting, and removing occupants.
2. Fire Control – confining and extinguishing the fire.
3. Property Conservation – preventing further property loss.

With limited staffing, these tasks must be performed sequentially rather than simultaneously, delaying suppression efforts and potentially compromising both firefighter and civilian safety.

Fire Attack Team Comparison



Best Practice Alignment

- PCFES can cover the urban core within 4 minutes, but cannot assemble four firefighters on scene in that time, which is an NFPA 1710 benchmark.
- For rural responses, NFPA 1720 is the appropriate standard, but travel distances and limited PoC turnout hinder compliance.
- PCFES must often wait for callbacks before assembling four firefighters to begin safe interior operations.
- A written procedure should define the minimum staffing required before interior entry, ensuring compliance with safe work practices and NFPA-aligned models.

Recommendations

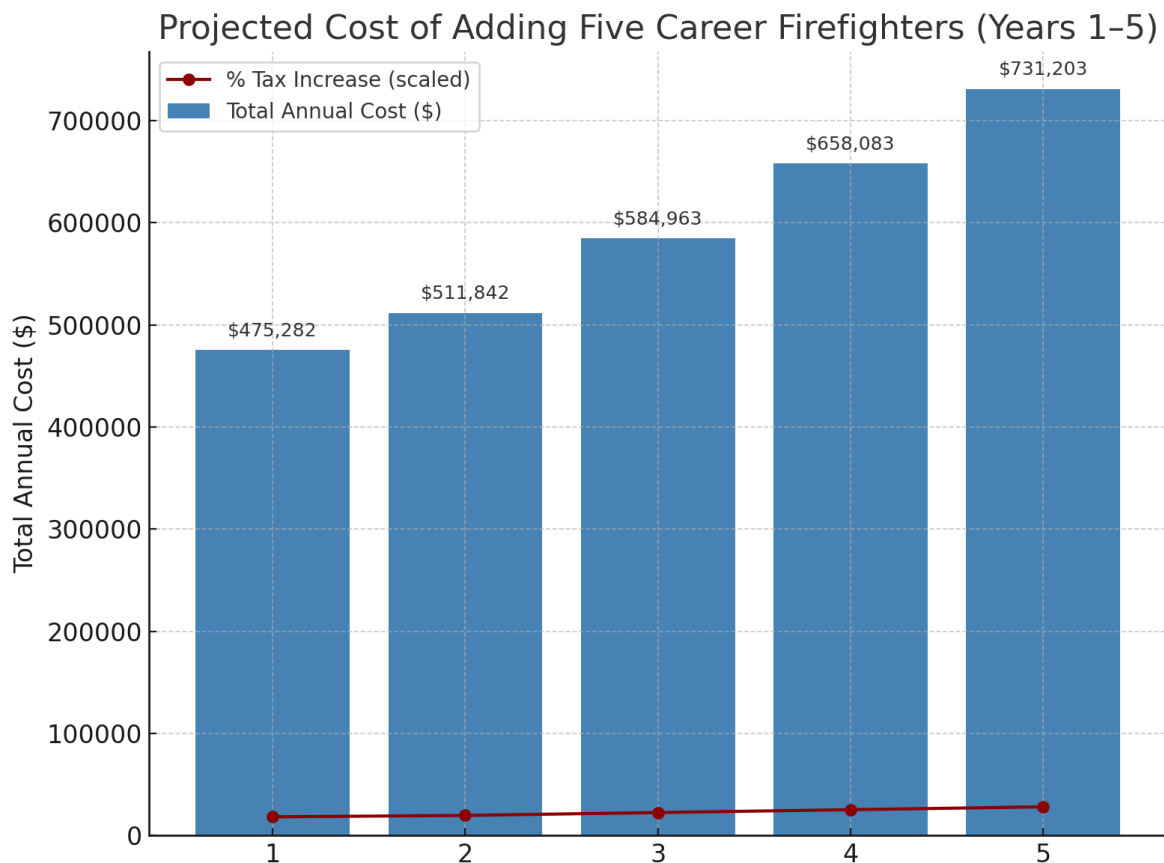
- Increase Career Staffing – Increase on-duty staffing to four full-time firefighters per shift to assemble the first part of a Fire Attack Team. Implement a long-term plan to add a second fire station staffed with four firefighters to strengthen fireground effectiveness.
- Strengthen Paid-on-Call (PoC) Program – Recruit and retain at least 40 active PoC firefighters. Develop a structured skills verification program for NFPA 1001-certified recruits to fast-track them into operational service. Continue training PoC firefighters to conduct interior firefighting, enhancing operational depth.
- Utilize Technology to Support Command – Fully deploy the First Due app to provide Incident Command with real-time staffing and resource availability.
- Adopt the Fire Ground Effectiveness Sub-Model – Use the model as a performance measurement tool for evaluating incident outcomes and guiding staffing, deployment, and training decisions.
- Phased Hiring Plan – Create a Council-approved plan to phase in career firefighter hiring based on the staffing cost chart in this report.

Staffing Cost Projection

Projected Cost of Adding Five Career Firefighters

Year	Classification	% of First Class	Annual Salary per FF	Total for 5 FFs	Benefits (35%)	Total Annual Cost	Tax Rate Impact*
1	Probationary	65%	\$70,412.16	\$352,060.80	\$123,221.28	\$475,282.08	1.83%
2	Fourth Class	70%	\$75,828.48	\$379,142.40	\$132,699.84	\$511,842.24	1.97%
3	Third Class	80%	\$86,661.12	\$433,305.60	\$151,656.96	\$584,962.56	2.25%
4	Second Class	90%	\$97,493.76	\$487,468.80	\$170,614.08	\$658,082.88	2.53%
5	First Class	100%	\$108,326.40	\$541,632.00	\$189,571.20	\$731,203.20	2.81%

* Based on \$260,000 = 1% tax rate.



Suppression Services

PCFES provides the following core services:

- Fire Suppression – structure, wildland, vehicle, and marine incidents.
- Rescue Operations – motor vehicle collisions, machinery rescue, rope rescue, confined space rescue, and shore-based water rescue. PCFES also operates a Water/Ice Search & Rescue Program ('GO ENTRY').
- Emergency Medical Response – tiered response with Niagara EMS.
- Hazardous Materials Response – defensive operations for transportation and fixed-site incidents, with support from regional or provincial partners.
- Fire Prevention and Inspections – enforcement, routine inspections, complaints, and occupancy compliance. Currently, career firefighters are not engaged in fire prevention activities.
- Public Education and Outreach – smoke alarm campaigns, escape planning, school programming (currently limited).
- Training and Certification – to meet O. Reg. 343/22 and NFPA standards (1001, 1002, 1021, 1041).

Recommendations

- Conduct a full operational capability review of all specialty rescue programs against O. Reg. 343/22.
- Present Council with service level options (Awareness, Operations, Technician) for each discipline.

- Ensure all approved services are explicitly identified in the Establishing & Regulating By-law.
- Develop a long-term funding plan for equipment, training, and staffing.
- Implement staffing strategies to ensure the timely assembly of qualified personnel for specialty rescues.

Mutual Aid and Partnerships

PCFES participates in the Niagara Region Mutual Aid Program (MAP), which provides reciprocal support between fire departments for large-scale, complex, or specialized incidents.

Key Benefits:

- Large-Scale Incident Response – access to additional apparatus, personnel, and specialized equipment.
- Technical Rescue Support – access to certified teams for rope, trench, confined space, and water/ice rescue.
- Hazardous Materials (HazMat) Response – access to Operations- or Technician-level HazMat teams.
- Marine Incident Support – collaboration with the Canadian Coast Guard and POCOMAR.
- Training and Joint Exercises – enhance interoperability and readiness.

Challenges:

- While mutual aid provides surge capacity, PCFES must ensure its baseline services are maintained locally, particularly for high-frequency or high-risk incidents.

Recommendations

- Formalize mutual aid activation protocols in SOGs.
- Conduct a gap analysis to identify services requiring mutual aid and ensure they are Council-approved.
- Strengthen regional training integration.
- Maintain strong marine partnerships.
- Investigate the feasibility of regional specialty rescue teams to expand capabilities and share costs.

Emergency Responses and Response Travel Times

Port Colborne City Borders

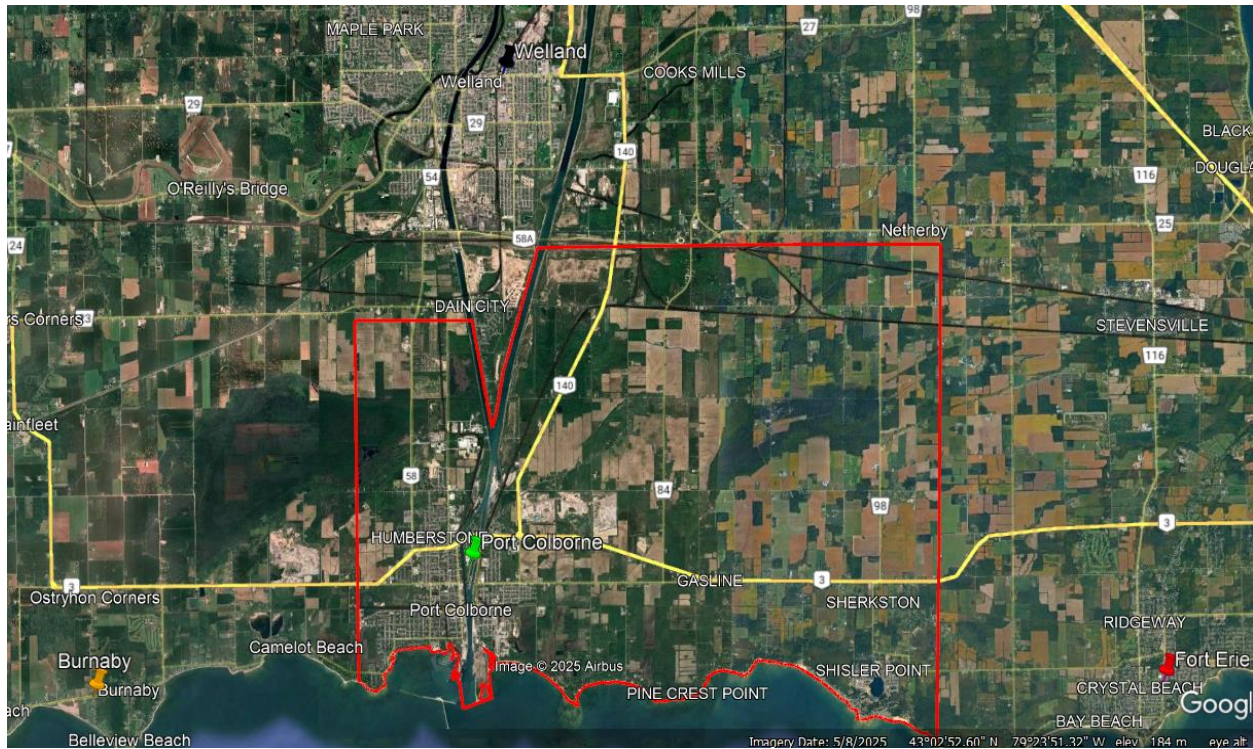


Figure 20 – Port Colborne City Borders

Figures 21-24 - Port Colborne Historical Calls Nov. 14, 2024 – May 16, 2025



Figure 21



Figure 22

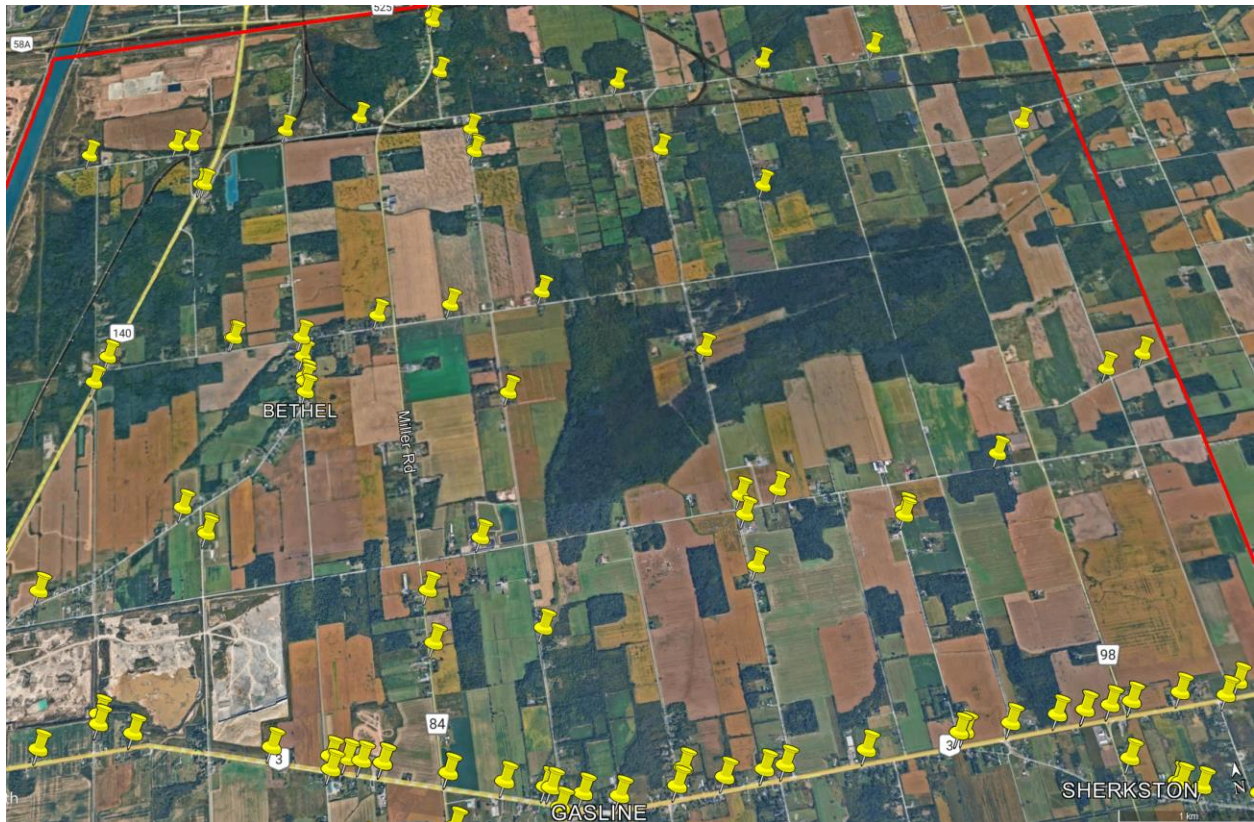


Figure 23



Figure 24

Road Travel Time Mapping

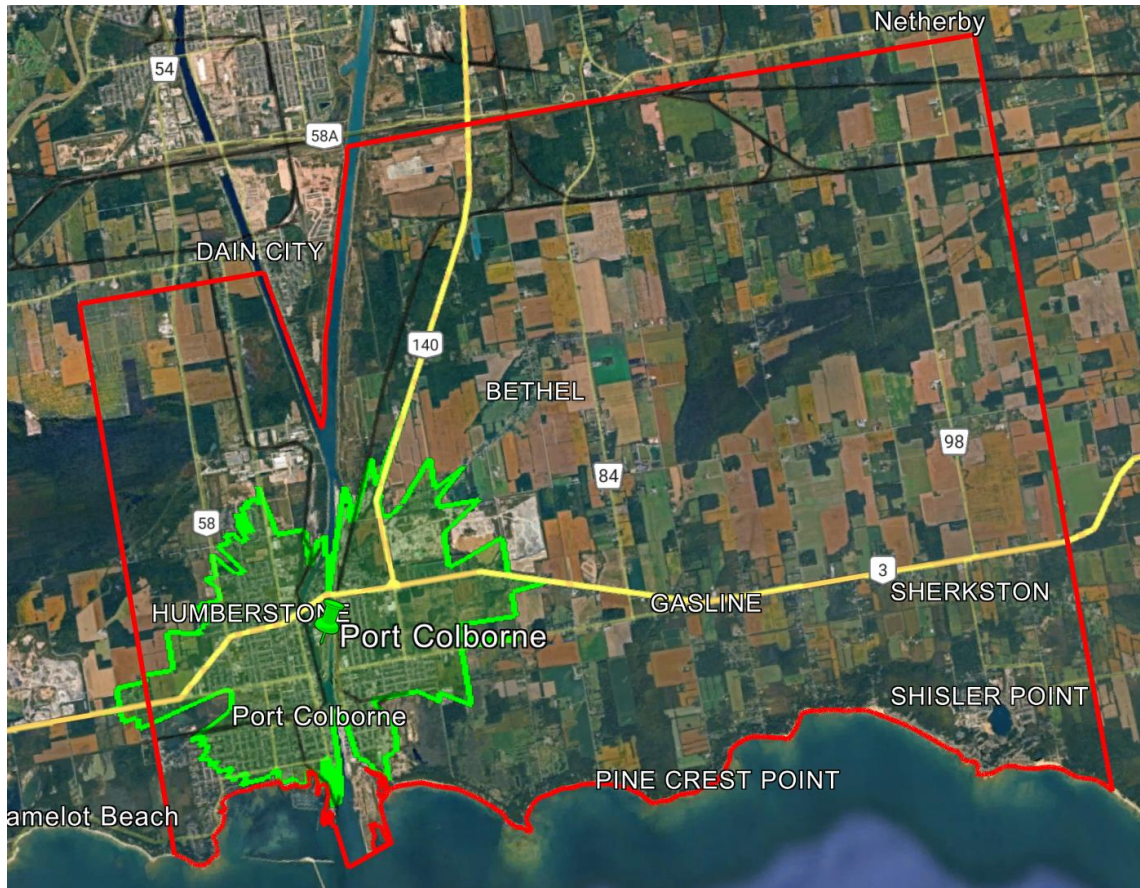


Figure 25 - 4-Minute Road Response

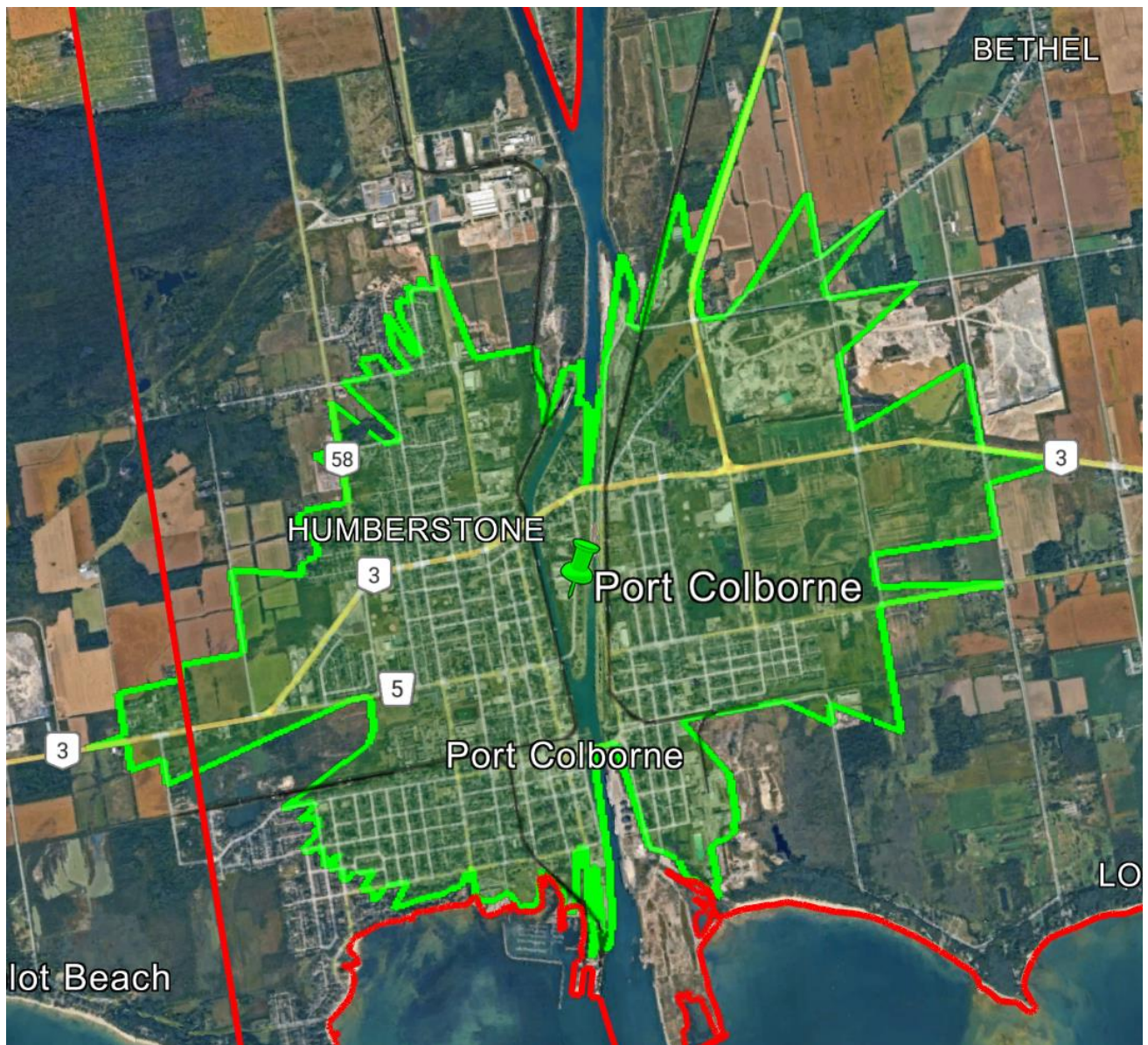


Figure 26 - 4-Minute Road Response

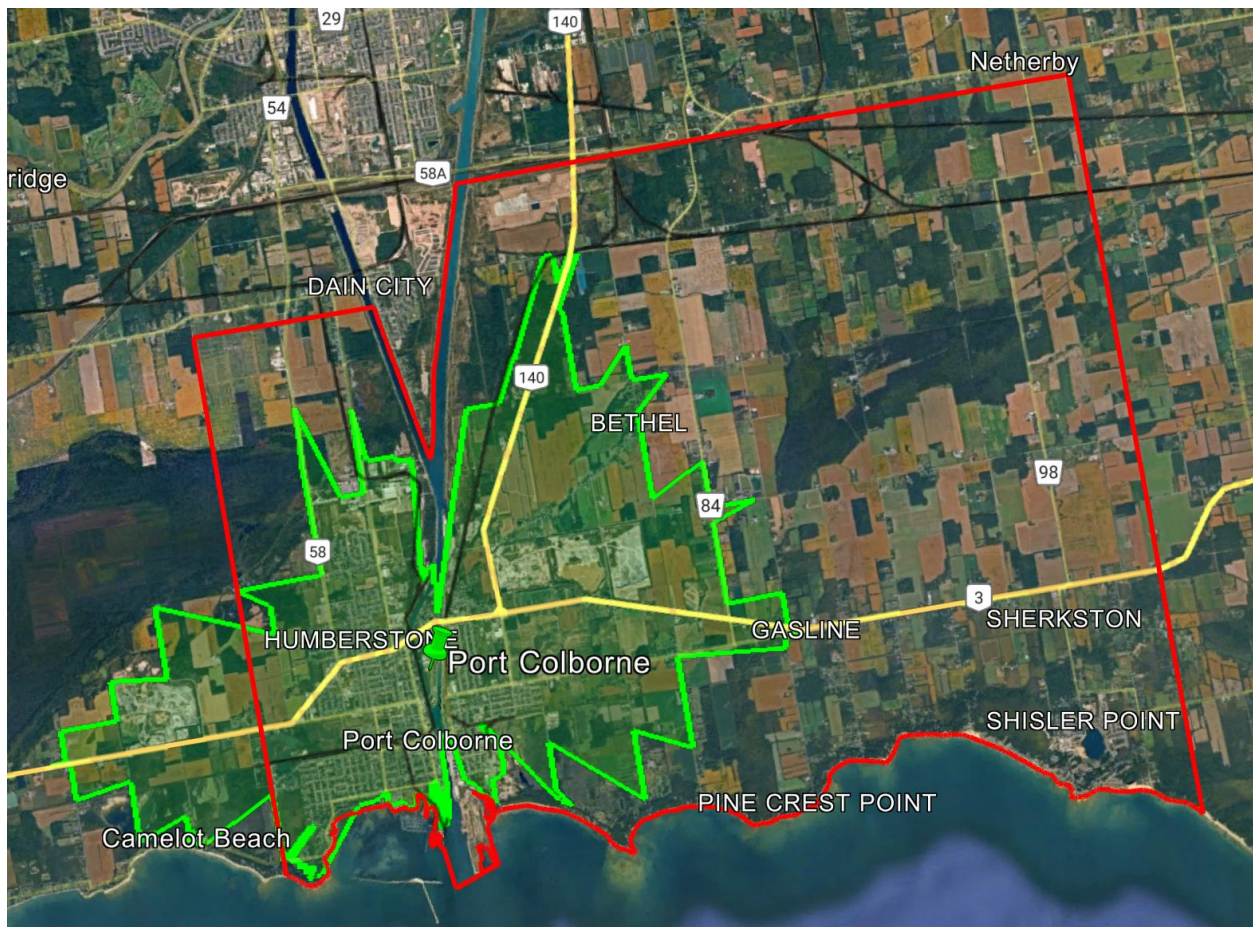


Figure 27 - 6-Minute Road Response

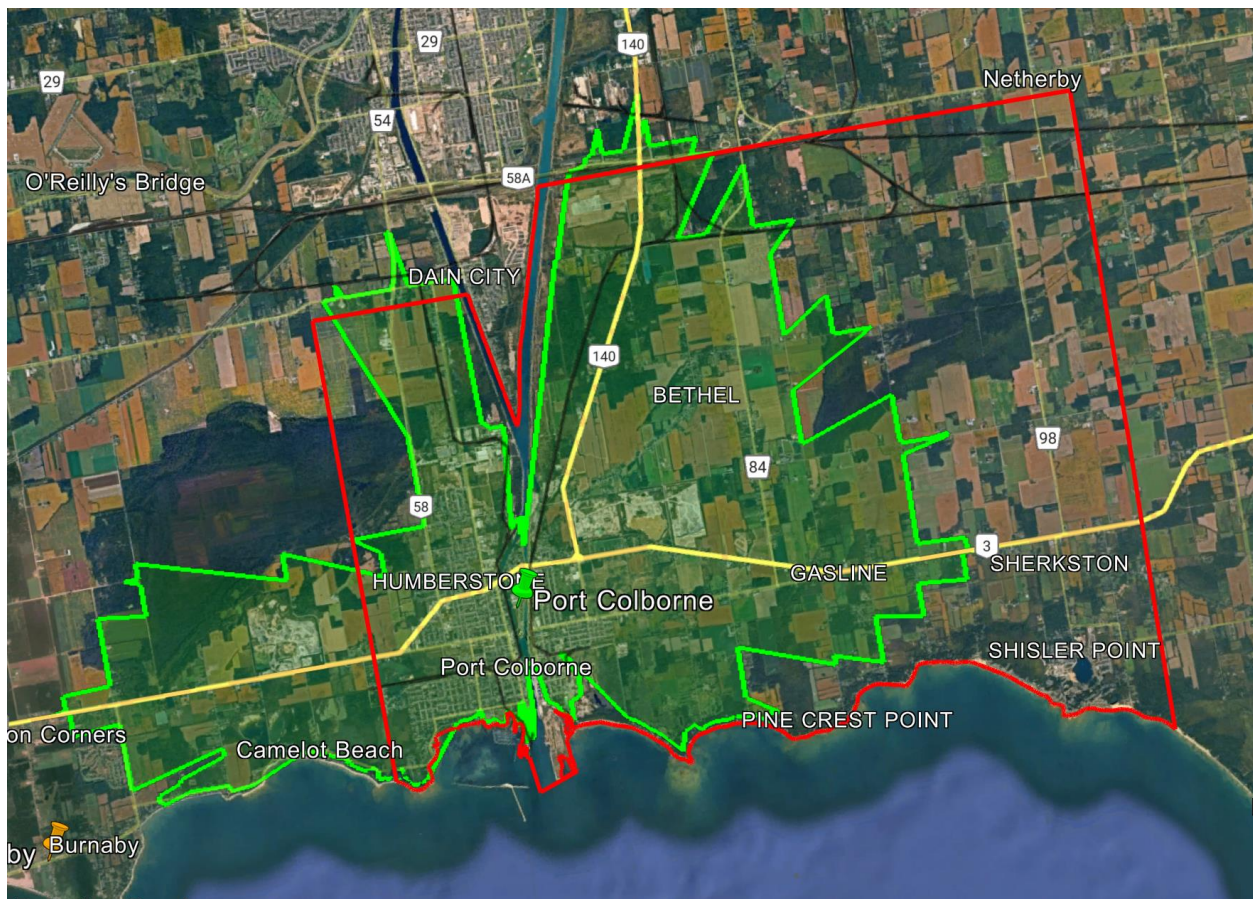


Figure 28 - 8-Minute Road Response

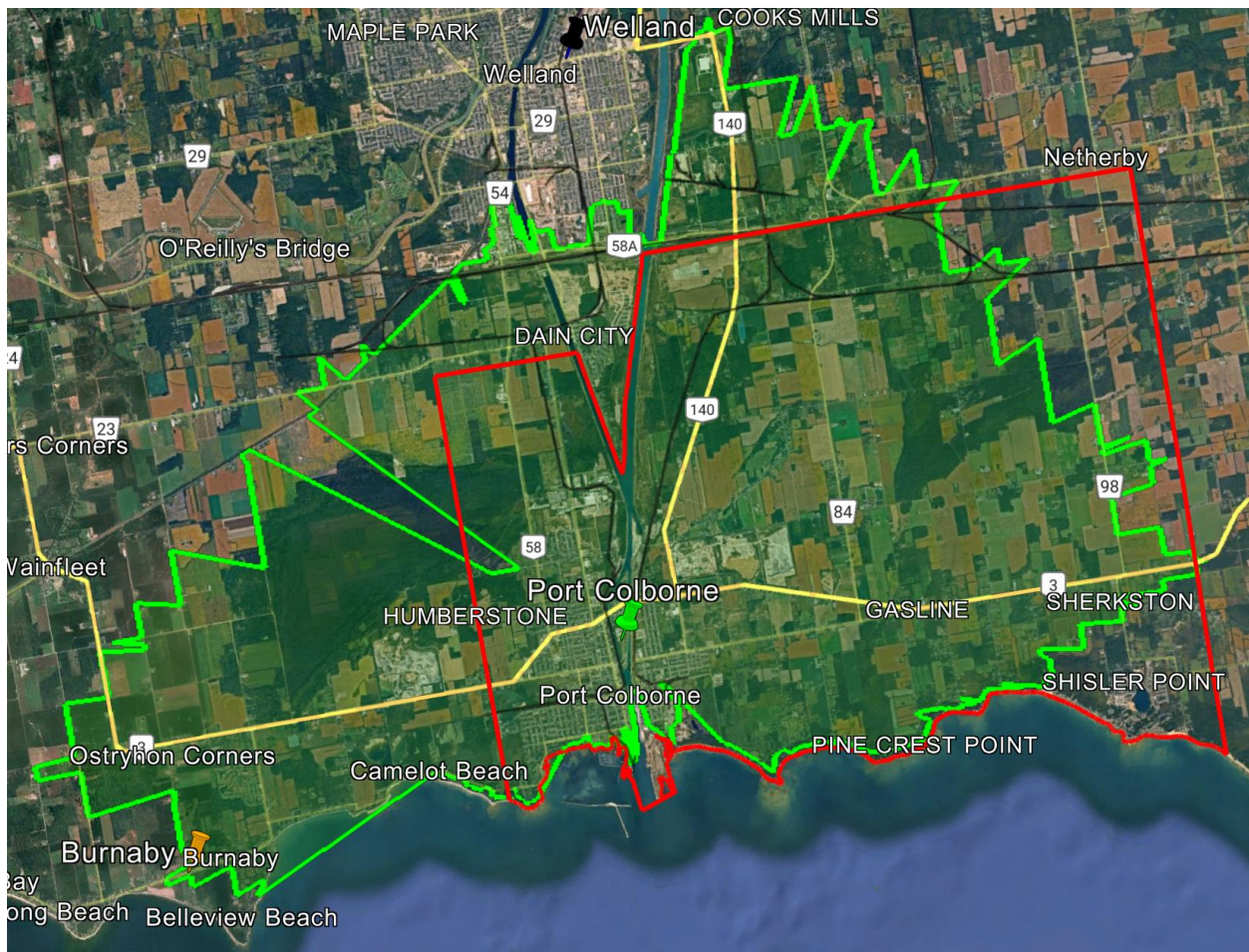


Figure 29 - 10-Minute Road Response

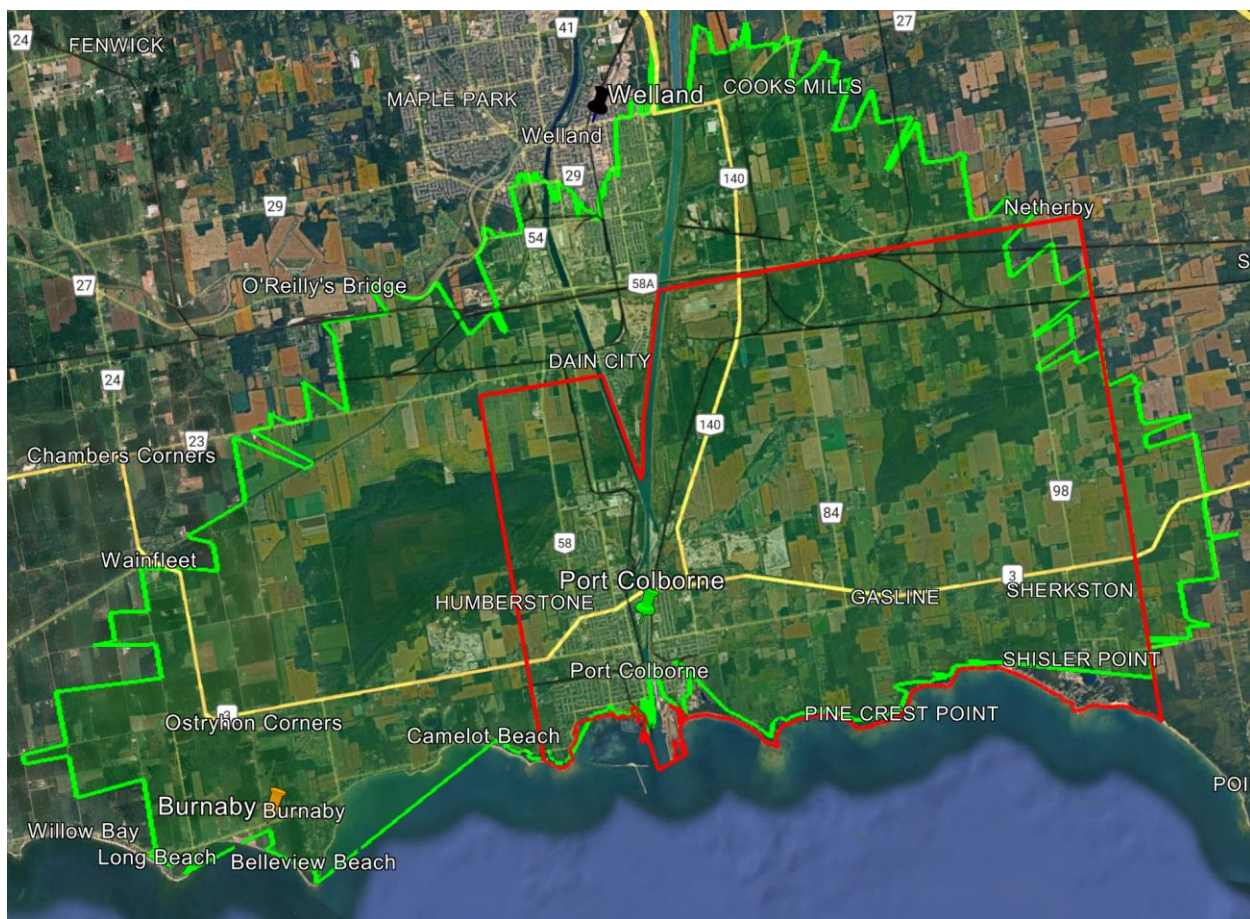


Figure 30- 12-Minute Road Response

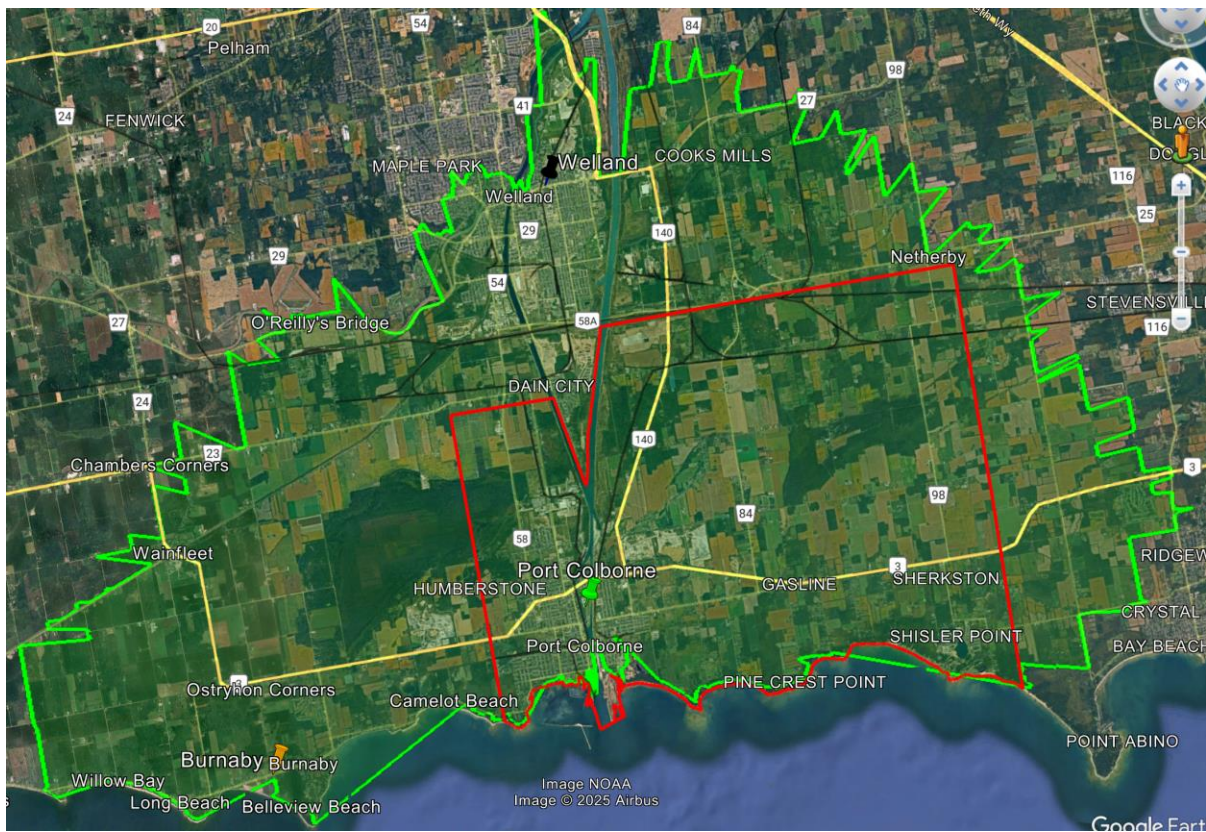


Figure 31 - 14-Minute Road Response

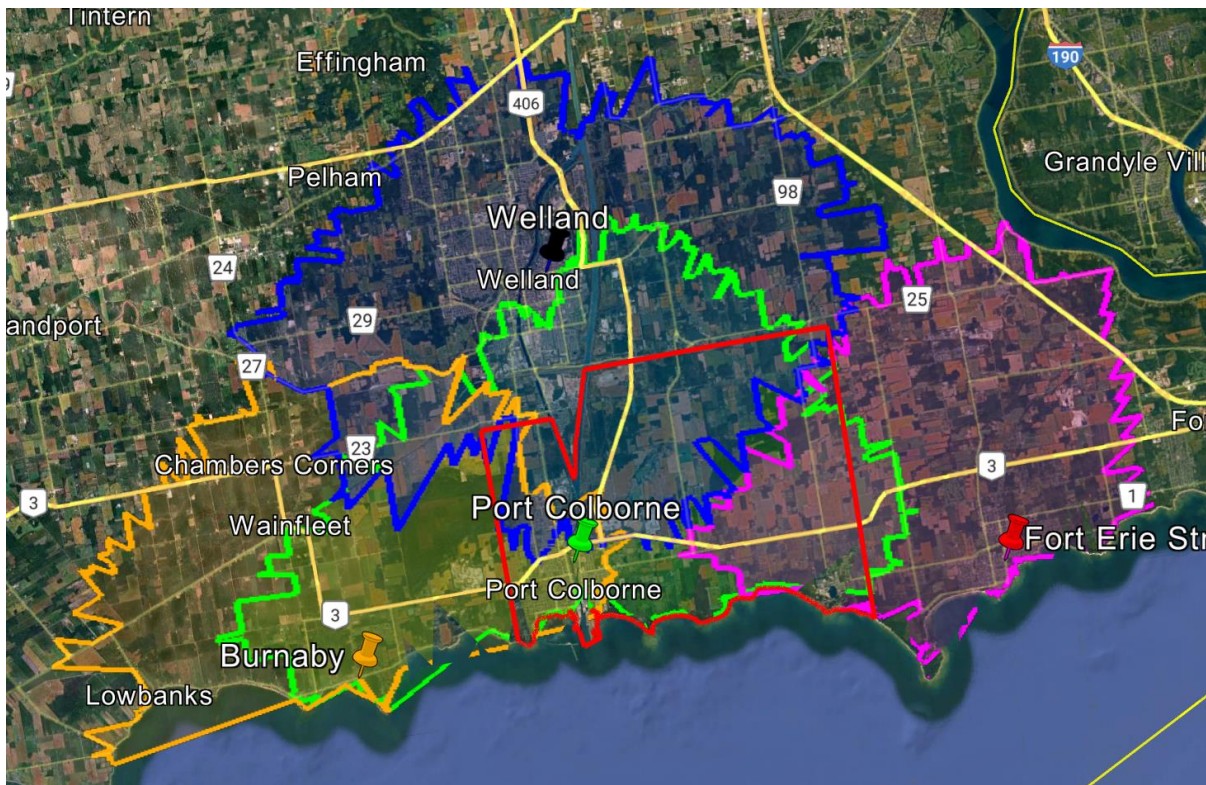


Figure 32 - Port Colborne, Welland, Wainfleet And Fort Erie Station 4, 12-Minute Response

Future Fire Station – Killaly Street East and Lorraine Road

The City of Port Colborne is poised for significant growth, particularly on the east side of the Welland Canal. A proposed mixed-use development of approximately 2,240 residential units, along with schools, parks, and community amenities, will substantially increase demand for emergency services. In addition, ongoing industrial growth along Highway 140, including new facilities in the electric vehicle battery sector, will further intensify service demands in this sector of the city.

A proposed fire station site at the northwest corner of Killaly Street East and Lorraine Road offers strategic advantages:

- Reduced travel times to Sherkston Shores, a high-density seasonal and recreational area with unique fire and emergency risks.
- Direct service to the east side of the Welland Canal, improving response reliability when bridge openings or delays occur.
- Enhanced fire protection for the developing industrial park off Highway 140.
- Improved access to lakefront communities between the canal and the Fort Erie boundary.
- A two-station coverage model would allow each station to backfill the other's area in case of concurrent calls or resource depletion.

This location would provide an estimated four-minute faster response time to the Fort Erie boundary and a six-minute response time from the proposed station to the Wainfleet boundary, ensuring better coverage for rural and urban areas alike. While this station would not eliminate the need for recall of career or Paid-on-Call (PoC) firefighters, it would enhance initial response capability, improving the likelihood of assembling a complete Fire Attack Team sooner.

Projected Coverage Improvement – Travel Time Comparison

Destination / Service Area	Current Station – Average Travel Time	Proposed Station – Average Travel Time	Improvement
Sherkston Shores (gate entrance)	~10 min	~6 min	-4 min
Fort Erie boundary (lakefront)	~14 min	~10 min	-4 min
Industrial Park (Hwy 140 area)	~8 min	~4 min	-4 min
Wainfleet boundary (west)	~8 min (from current)	~6 min (backfill from proposed)	-2 min
East Residential Development (future)	~9 min	~4 min	-5 min

Travel times are estimates based on the current road network and may vary with seasonal traffic and bridge status.

Future Response Road Travel Time

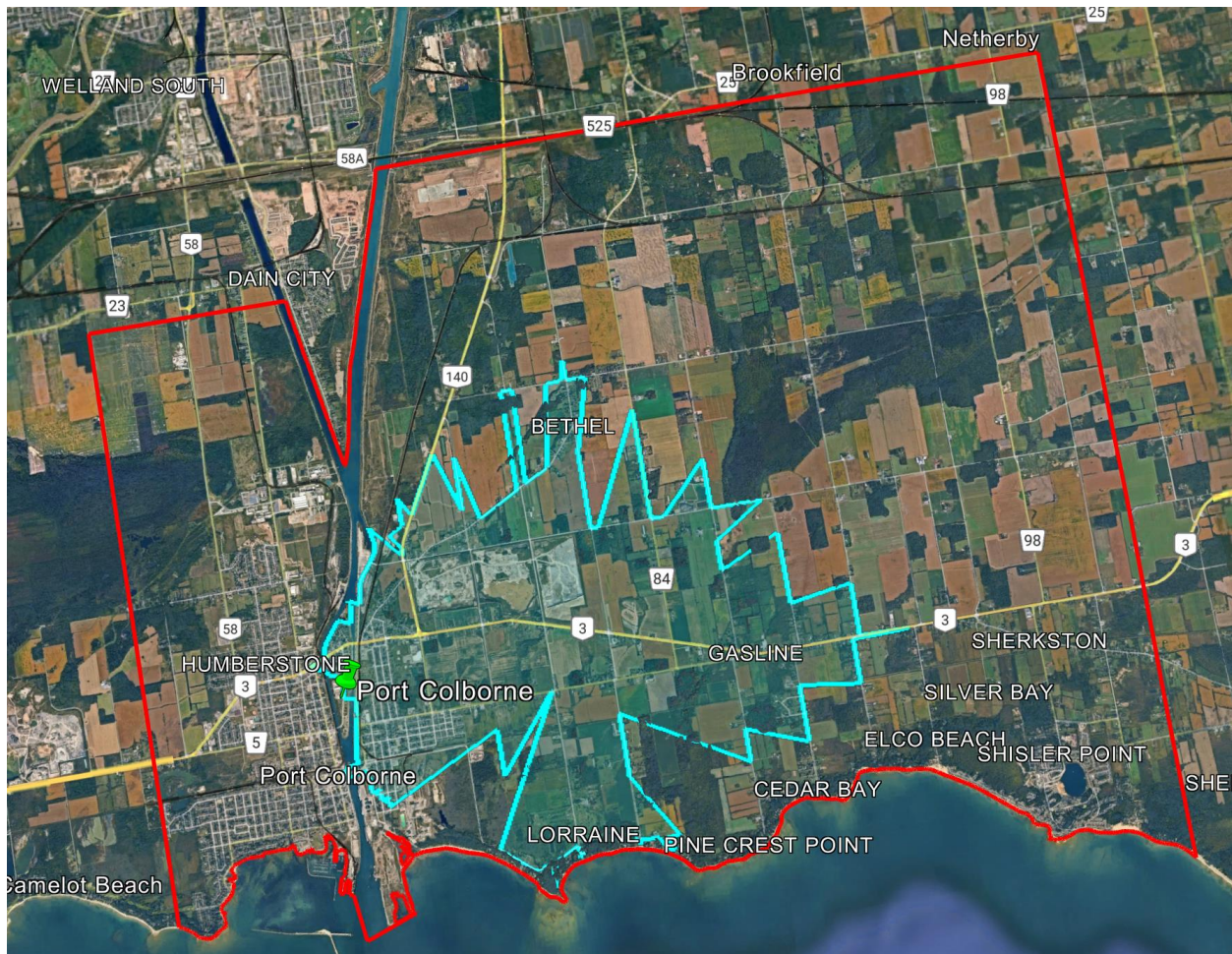


Figure 33 - 4-Minute Road Response

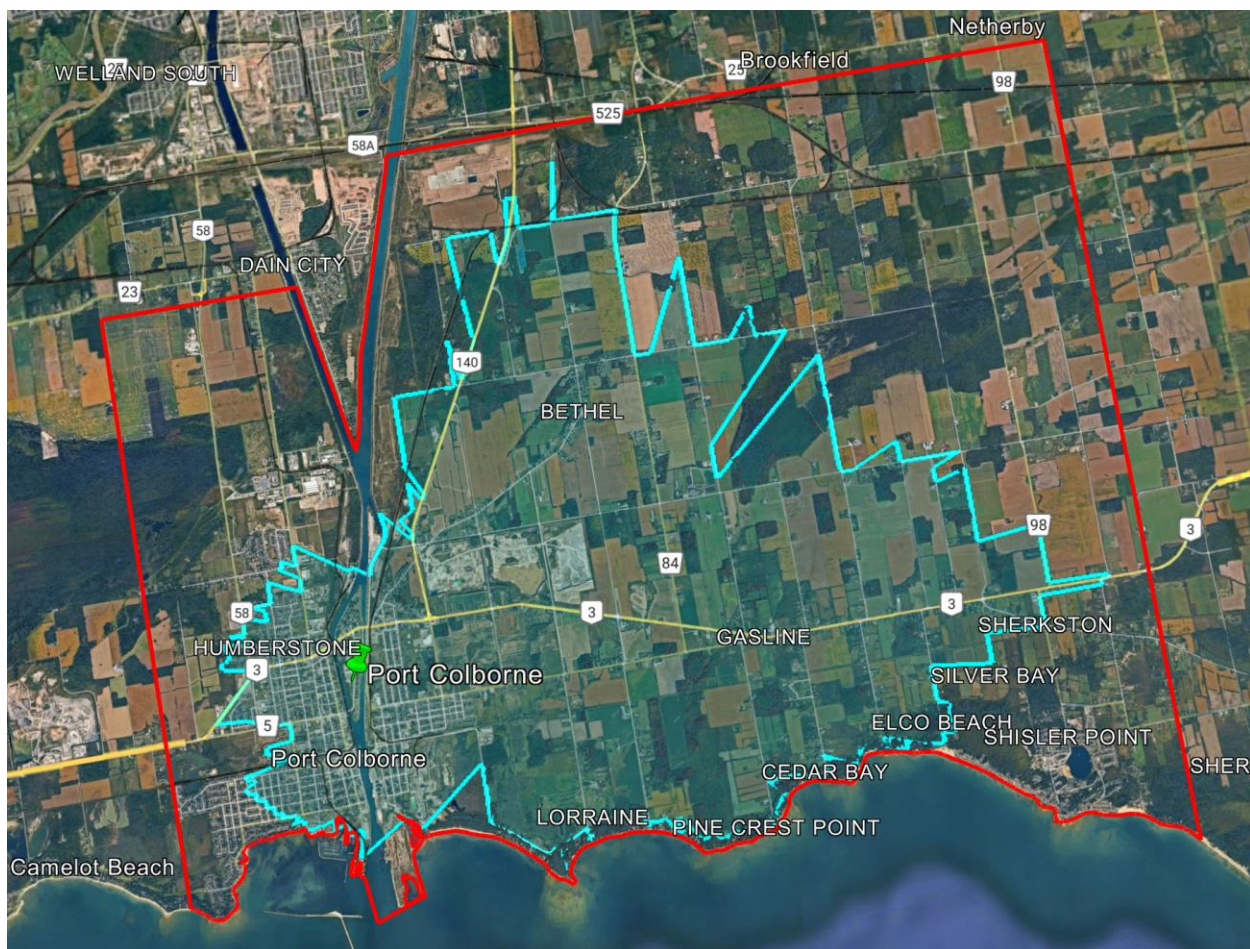


Figure 34 - 6-Minute Road Response

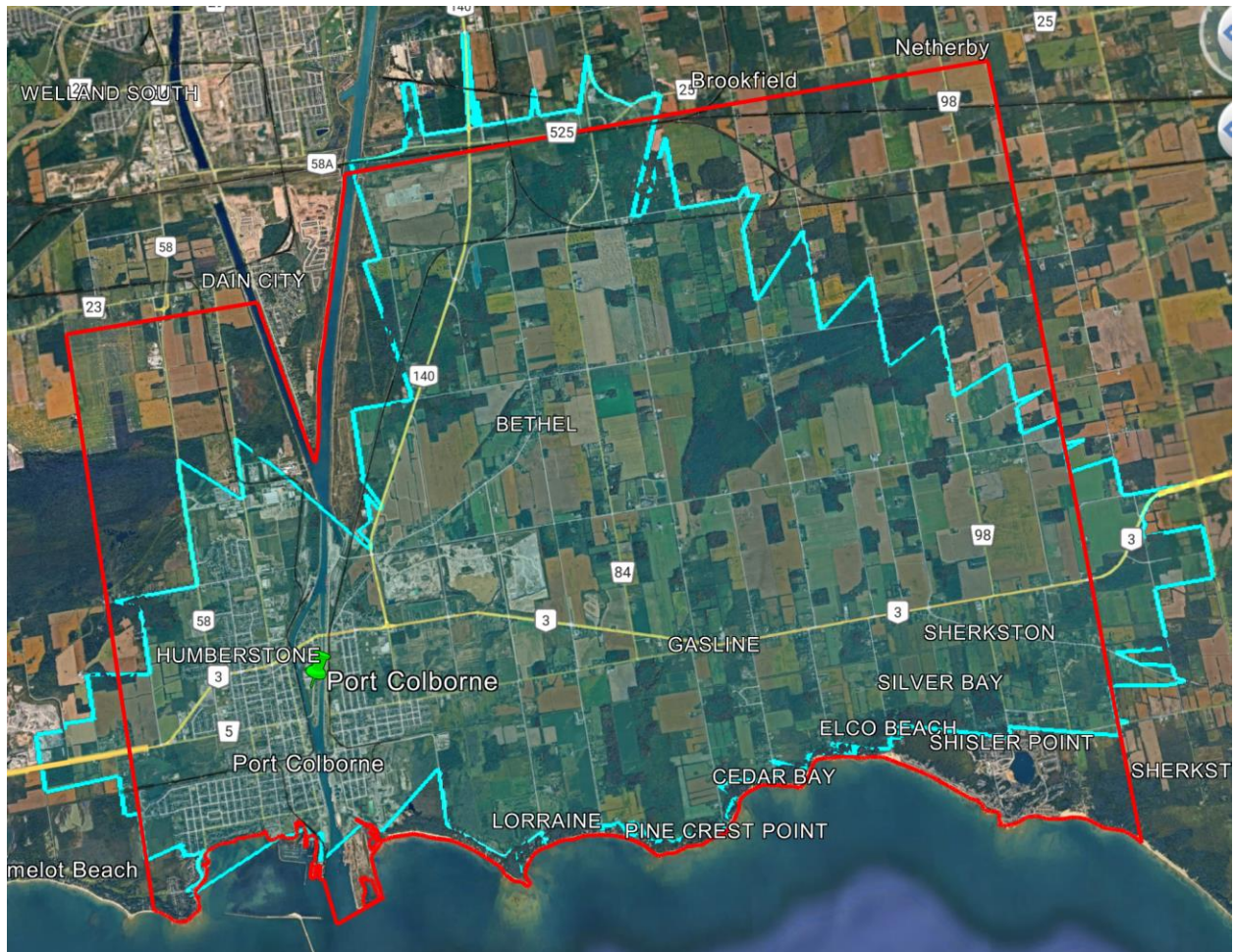


Figure 35 - 8-Minute Road Response

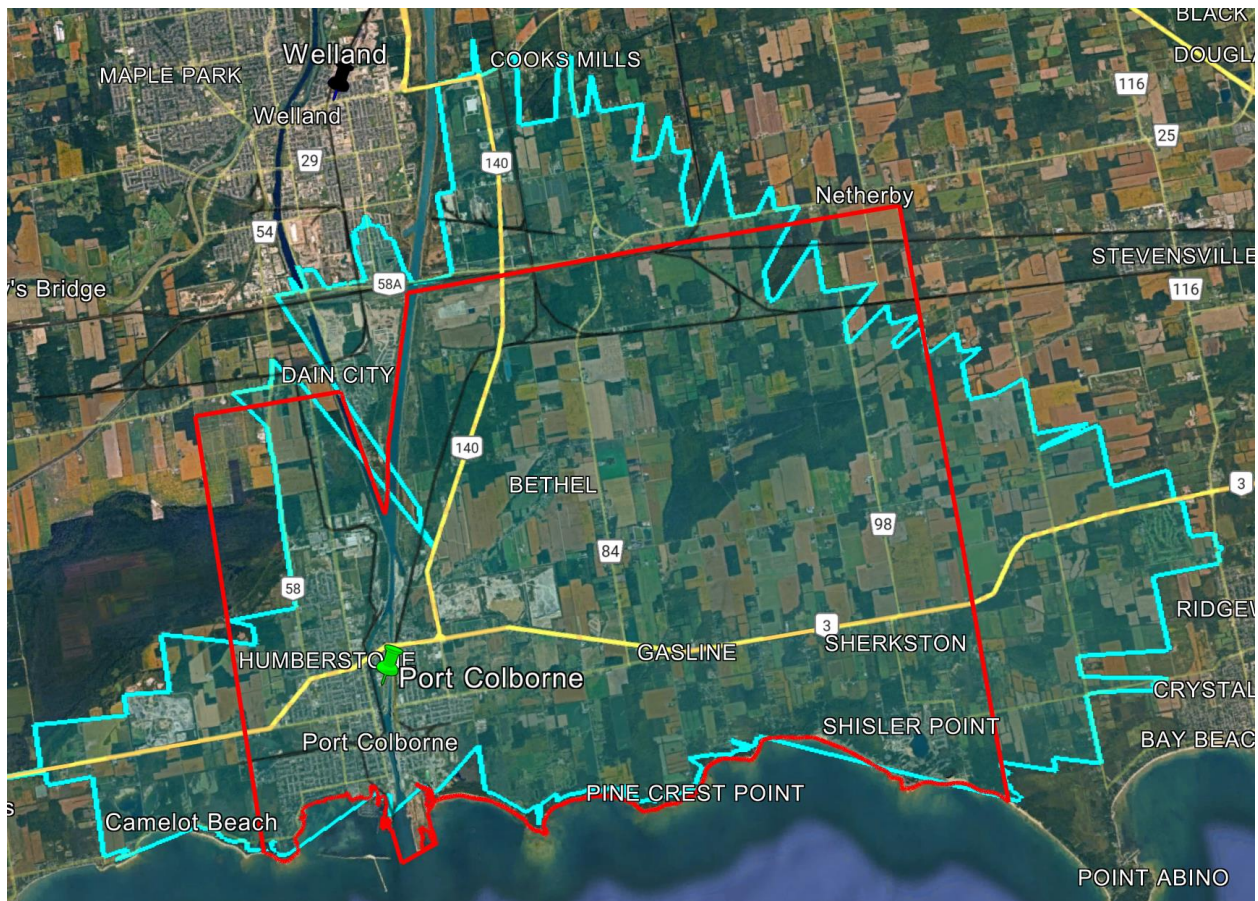


Figure 36 - 10-Minute Road Response

Future Response Road Travel Time Compared To The Existing Station

- Existing Station is shown in green
- The Future Station is shown in blue

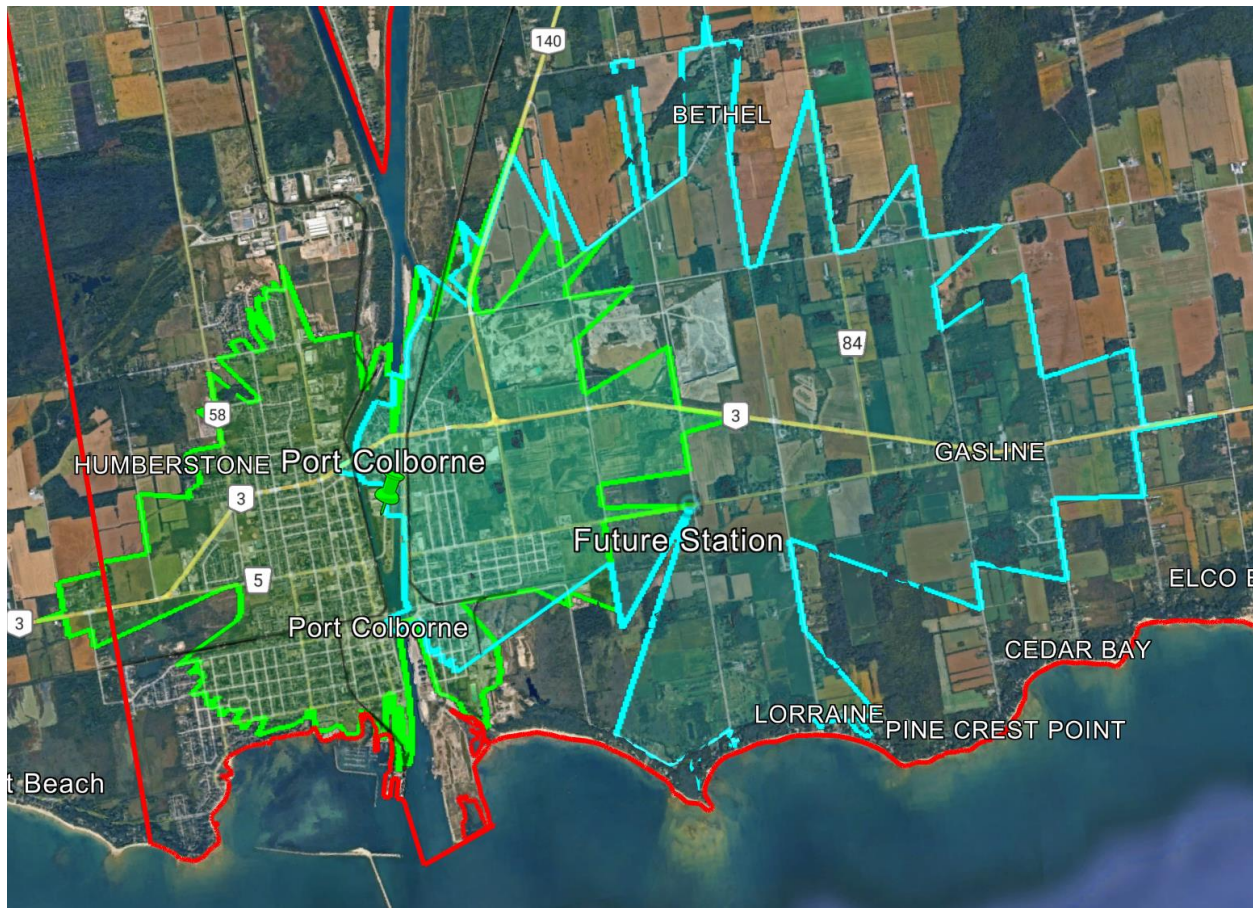


Figure 37 - 4-Minute Road Response From Both Stations

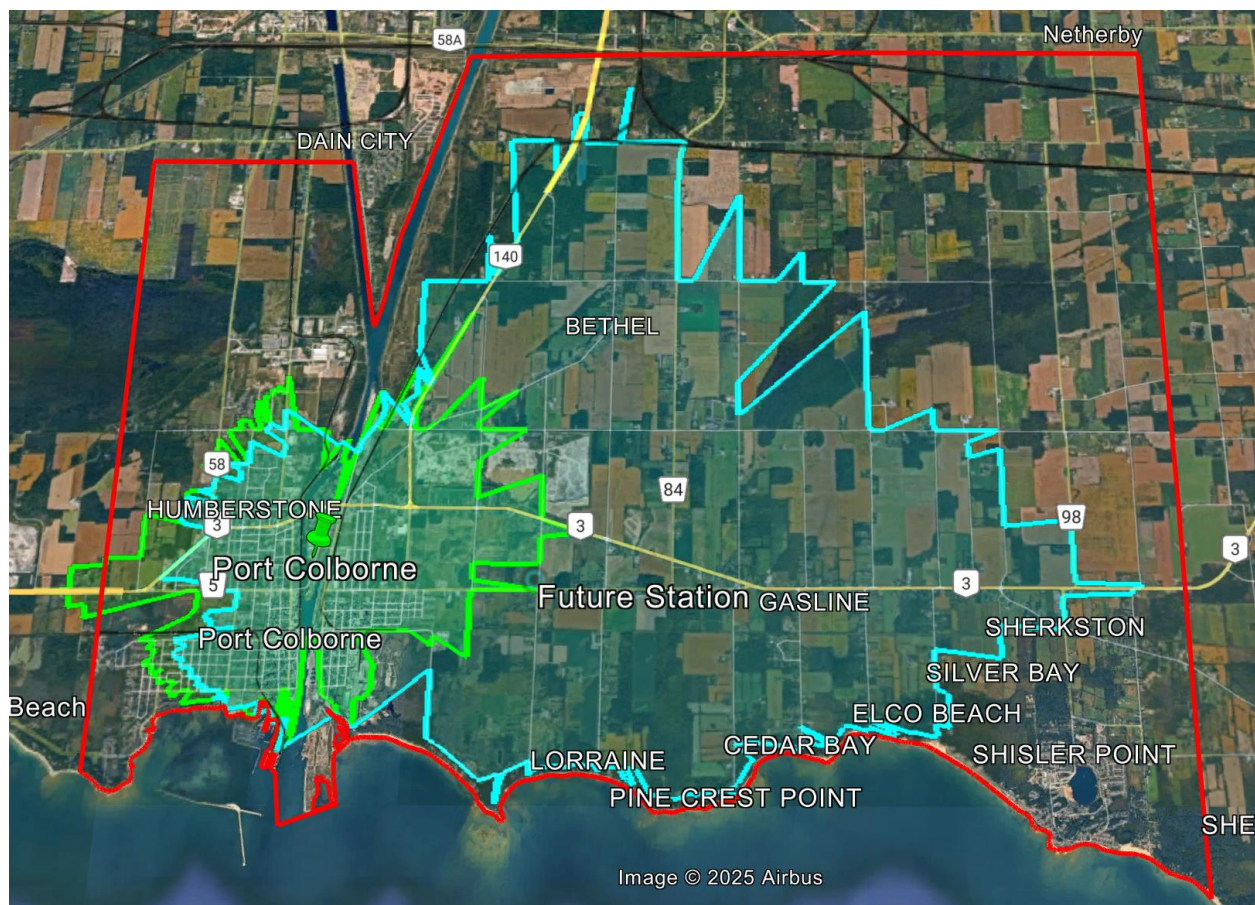


Figure 38 - 4-Minute Road Response From The Existing Station And 6-Minute Response From The Future Station

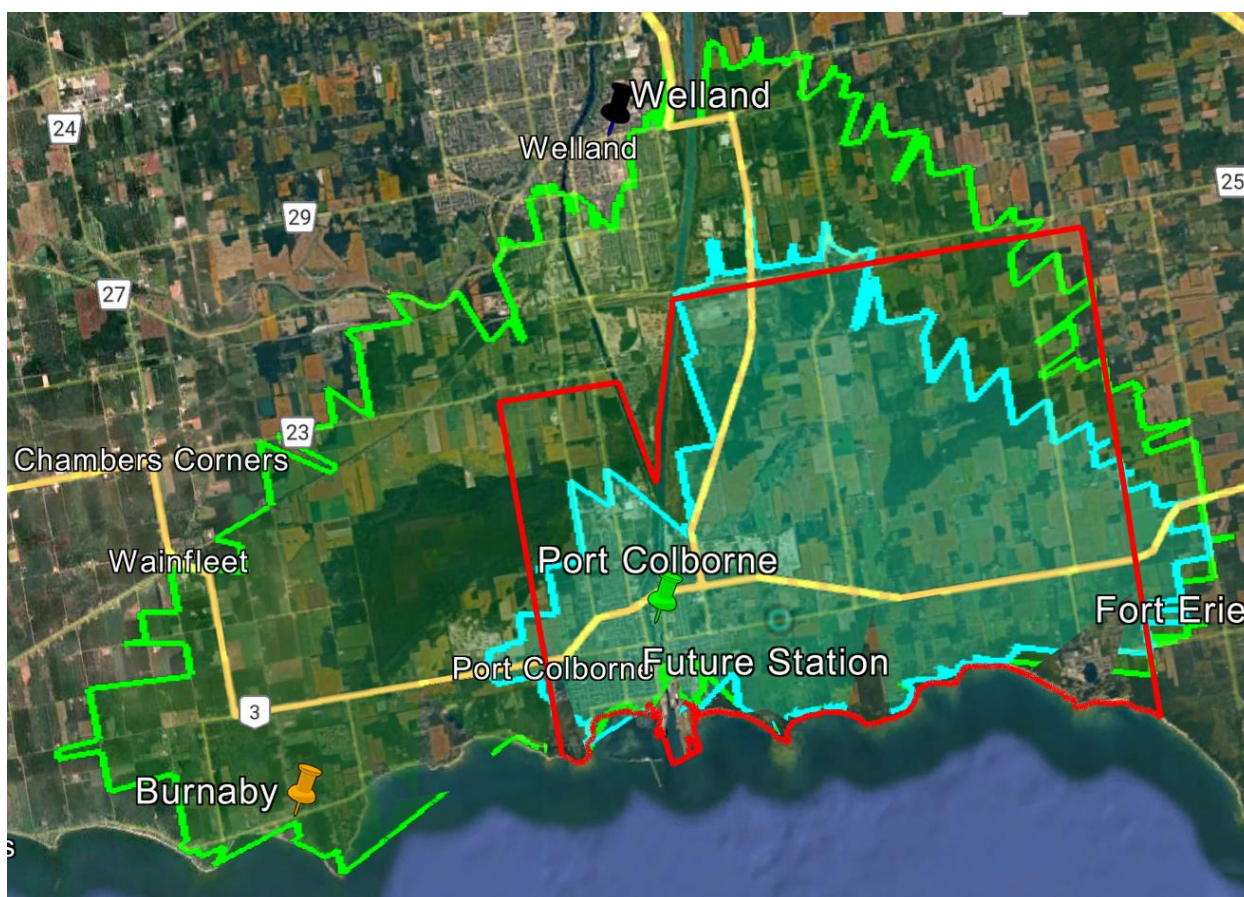


Figure 39 - Existing Station: 12-Minute Response, And Future Station: 8-Minute Response.

Recommendation

The City of Port Colborne will initiate a formal Fire Station Location and Deployment Study to confirm the suitability of the Killaly Street East/Lorraine Road site, quantify operational impacts, and develop a phased staffing plan. This study should incorporate GIS-based travel time modelling, bridge operation impact analysis, and projected call volume growth to determine the optimal deployment model for a two-station service.

Emergency Management

The City of Port Colborne maintains a legislated emergency management framework designed to ensure readiness for, response to, and recovery from emergencies that could affect the community. The City's Emergency Management Plan was most recently reviewed and updated in July 2023, confirming compliance with the minimum legislative requirements while highlighting areas for potential enhancement.

Legislative Requirements

Under the Emergency Management and Civil Protection Act (EMCPA, R.S.O. 1990), every municipality in Ontario is required to develop and maintain both:

- An Emergency Management Program
- A corresponding Emergency Management Plan

These must be authorized by municipal by-law and must meet the essential level of preparedness as defined in Ontario Regulation 380/04. The Regulation outlines the standards, core components, and responsibilities necessary for municipal emergency programs, which include:

- Emergency Management Program Coordinator (CEMC) – A designated individual responsible for the development, implementation, and maintenance of the municipality's emergency program.
- Emergency Management Program Committee – A multi-disciplinary group providing oversight and ensuring integration of departmental, community, and partner agency preparedness efforts.
- Municipal Emergency Control Group (MECG) – Senior municipal officials and emergency service leaders who direct the municipality's response during emergencies.
- Emergency Operations Centre (EOC) – A designated facility equipped to support coordinated decision-making and incident management during emergencies.
- Emergency Information Officer (EIO) – The official spokesperson responsible for public communications and media liaison during emergencies.
- Emergency Response Plan – The formal, Council-approved plan that details roles, responsibilities, and procedures for emergency response.

Current Structure and Roles in Port Colborne

At present, the role of Community Emergency Management Coordinator (CEMC) for the City resides with the Fire Chief. The Deputy Fire Chief and the Director of Engineering and Operations serve as alternate CEMCs.

To ensure full compliance with Emergency Management Ontario (EMO) requirements and provide redundancy, both the Fire Chief and Deputy Fire Chief must complete the prescribed CEMC training courses within the EMO-mandated timeline of **12 months from appointment**.

The current CEMC structure is as follows:

- Primary CEMC – Fire Chief.
- Alternate CEMC(s) – Deputy Fire Chief and Director of Engineering and Operations.

Authorization and Program Governance

The City's Emergency Management Program and Plan are authorized under By-law 6694/58/19. This by-law provides the legal authority for the development, implementation, and maintenance of all required program components. It also ensures that the City's emergency management program aligns with provincial directives and is subject to annual review and Council approval.

Observations and Recommendations

- **Training and Certification:** The Fire Chief and Deputy Fire Chief should complete the Community Emergency Management Coordinator training to enable the fire service to assume the CEMC role in emergency management leadership, particularly during large-scale incidents.
- **Program Integration:** The City should continue to ensure strong integration between emergency management planning and other municipal plans, including the Fire Master Plan, Community Risk Assessment, and Business Continuity Plans.
- **Annual Review Process:** While the plan was updated in July 2023, the City should formalize a yearly review schedule that includes updates to hazard risk assessments, contact lists, and resource inventories.
- **EOC Readiness:** Regular testing and exercises should be conducted to ensure the Emergency Operations Centre remains fully functional and that all MCEG members are familiar with activation protocols.
- **Public Awareness:** Expand public education and awareness campaigns to improve community preparedness, particularly for high-risk hazards identified in the City's Hazard Identification and Risk Assessment (HIRA).

Municipal Finances and Economic Context

Financial Position

The City of Port Colborne's financial position reflects both the opportunities presented by rapid economic development and the challenges of sustaining municipal services in an environment of taxpayer sensitivity and significant infrastructure needs.

Current Revenue and Taxation

The City's property tax base is a critical driver of municipal revenue, with a 1% property tax increase generating approximately \$260,000. Based on information obtained during ESSSi staff interviews, maintaining current service levels across all departments requires a minimum 3% annual tax increase. Over the past five years, the municipality has averaged a 6% annual tax increase, driven by inflationary pressures, infrastructure renewal requirements, and rising service demands. Staff also noted that residents are nearing the limits of what they can sustain in terms of annual increases, creating a challenge in balancing service delivery with affordability. An additional 3% tax increase would theoretically close the City's infrastructure funding gap.

Development Charges and Growth Planning

Recent updates to Development Charges (DCs) now include provisions for funding a new fire station, a fire truck, and firefighter personal protective equipment to support future expansion in the eastern area of the City. Long-term planning anticipates the addition of approximately 6,000 new homes, pending completion of the \$100 million water and wastewater infrastructure project required to bring utilities under the Welland Canal.

Industrial Development and Economic Growth

Port Colborne is experiencing significant industrial development, particularly in the electric vehicle (EV) battery sector and related supply chain industries. One of the most notable projects is the Asahi Kasei Lithium-ion Battery Separator Plant — a \$1.7 billion manufacturing facility now under construction, expected to generate 1,000 jobs. Information obtained through staff interviews indicates that the plant will generate approximately \$150,000 annually in property tax revenue, though this amount reflects existing incentive agreements.

Tourism and Non-Traditional Revenue Sources

Sherkston Shores currently generates \$600,000 annually in property taxes but is classified as a campground. Reclassifying it as a resort could increase revenues. The City is also developing a Short-Term Rental By-law to regulate and tax vacation rentals, with the potential to allocate a portion of the revenue toward funding a dedicated Fire Prevention Officer.

Labour and Regulatory Changes

The City has transitioned to Schedule 1 employer status under the Workplace Safety and Insurance Board (WSIB). This change will reduce the City's WSIB costs by placing it in a pooled risk category with other municipalities, rather than continuing to self-fund occupational injury claims.

Recommendations

- Integrate Fire Master Plan (FMP) Funding into Long-Term Financial Forecasts – Include the capital and operating costs identified in the FMP in the City's multi-year financial planning model, aligning investments with growth-related revenues from Development Charges, industrial tax revenues, and non-traditional sources.
- Establish a Dedicated Fire Capital Reserve Fund – Allocate a fixed percentage of annual tax revenue increases and any surplus Development Charge revenues into a fire capital reserve to fund large future purchases.
- Maximize Development Charge Utilization – Ensure DC-funded fire service projects are fully scoped and shovel-ready to use available funding windows.
- Pursue Alternative and Grant Funding – Actively pursue provincial and federal grants for equipment, training, and communications technology, and explore regional cost-sharing.
- Leverage Non-Tax Revenue Opportunities – Earmark a portion of Short-Term Rental licensing revenue and Sherkston Shores reclassification toward fire prevention staffing and public education.
- Annual Financial Review and Service Level Alignment – Conduct an annual review between Fire Services and Finance to ensure service levels are sustainable and funded.

Findings and Strategic Priorities

This section summarizes the key findings of the Community Risk Assessment. It outlines strategic priorities to guide the development and enhancement of fire protection services in the City of Port Colborne. Each priority is linked to specific community risks and structured using Ontario's Three Lines of Defence: public education, fire prevention and code enforcement, and emergency response.

Overview of Key Findings

Based on the CRA's risk evaluation framework, the following major themes emerged:

- Aging infrastructure and legacy residential buildings remain a significant fire risk.
- Seasonal population surges lead to increased call volume, complexity, and public education needs.
- Volunteer recruitment and retention are ongoing operational challenges.
- Industrial and marine hazards require specialized training, planning, and inter-agency coordination.
- Limited inspection frequency and capacity reduce proactive risk mitigation in high-priority occupancies.
- Vulnerable demographics such as seniors, low-income households, and people with disabilities are underserved in education and outreach.
- Critical infrastructure and economic sectors often lack integration of continuity planning with fire services.
- Despite a moderate fire volume, structural fires remain the most frequent and costly type of emergency.

Strategic Priorities by Line of Defence

Public Fire Safety Education

Findings:

- High-risk populations such as seniors and seasonal residents are not consistently reached with targeted education.
- Public awareness around smoke alarms, carbon monoxide detectors, and safe cooking practices remains inconsistent.
- Youth education is underutilized outside of peak campaign periods (e.g., Fire Prevention Week).

Strategic Priorities:

- Expand seasonal fire safety campaigns, including digital signage and social media targeting tourists and cottagers.
- Develop a Senior Fire Safety Strategy with regular outreach through healthcare partners, retirement communities, and social services.
- Deliver age-appropriate programs in schools focused on home escape planning, alarm awareness, and burn prevention.

- Reinforce messaging around smoke and CO alarms, including door-to-door campaigns and targeted home visits in high-risk neighbourhoods.

Fire Prevention and Code Enforcement

Findings:

- Over 7,000 single-family homes and 2,100 trailers/mobile homes exist, many of which lack modern safety features.
- Industrial buildings and seasonal resorts pose a high economic and life-safety risk if not regularly inspected.
- Inspection frequency is inconsistent and not aligned with building risk profiles.

Strategic Priorities:

- Adopt the Building Classification Risk Index (BCRI) to prioritize inspections based on probability, consequence, vulnerability, and economic impact.
- Implement annual inspections of high-risk occupancies, including vulnerable sector buildings and Group F industrial occupancies.
- Conduct biennial inspections for medium-risk occupancies (e.g., multi-residential, mercantile).
- Support inspection efforts by increasing staff capacity and utilizing technology to track compliance, fire watch, and violation histories.
- Strengthen partnerships with building officials to enforce shared fire code and property standards.

Emergency Response

Findings:

- The department operates from a single station, with long response times to outlying areas and canal-separated zones.
- Port Colborne's Tanker Shuttle Accreditation supports rural operations, but increasing call complexity and volume stress volunteer resources.
- Daytime staffing remains limited, posing a risk to effective fire attack and rescue capabilities.

Strategic Priorities:

- Evaluate station location and facility capacity to ensure it supports current and future response coverage, training needs, and apparatus housing.
- Continue and expand volunteer recruitment and retention strategies, with a focus on improving daytime availability.
- Formalize succession planning and training investment to ensure continued compliance with O. Reg. 343/22.
- Conduct annual live fire training for all firefighters to maintain professional competency and improve team performance.

- Develop pre-incident plans for high-risk facilities, including industrial sites, resorts, and the marine corridor.

Integration with CRA and FMP Implementation

Each risk treatment option identified in the CRA—avoid, mitigate, accept, and transfer—has been translated into the strategic priorities outlined above. These priorities ensure that:

- Risk levels are addressed with appropriate prevention, education, or response strategies.
- Service levels are adjusted in proportion to community growth, building complexity, and seasonal demands.
- Resources are aligned with the areas of greatest consequence and community vulnerability.

The following sections will present detailed recommendations and an implementation plan, organized into short-, medium-, and long-term timelines to guide Council and Fire Services leadership in decision-making.

Recommendations

The following recommendations are organized by strategic category to address the key findings of the Community Risk Assessment (CRA) and ensure alignment with Port Colborne Fire and Emergency Services' (PCFES) legal obligations, operational capacity, and community expectations. These recommendations are based on the Three Lines of Defence and tailored to Port Colborne's unique geographic, demographic, and risk landscape.

Line 1: Public Education and Community Outreach

Goal: Enhance awareness, prevention behaviours, and community engagement through targeted education and messaging.

Recommendations

- **Develop and implement a year-round public education strategy** targeting:
 - Seniors (fire safety in the home, cooking safety, fall prevention)
 - Youth (home escape planning, smoke/CO alarm awareness)
 - Seasonal populations (static signage, social media, fire bans, recreational safety)
 - Low-income and underserved households (subsidized alarms and public information)
- **Create a seasonal public education toolkit for use May–October, focused on:**
 - Cottage/resort safety
 - Burn bans and campfire rules
 - Water and marine fire safety

- **Collaborate with local schools** to deliver fire safety presentations, contests, and materials aligned with Fire Prevention Week and curriculum objectives.
- **Increase digital and social media engagement**, including targeted messages during high-risk seasons (e.g., winter heating, summer fireworks, fall chimney cleaning).
- **Expand partnerships with health and social service providers** to include
 - Fire safety education at wellness clinics, fairs, and outreach events
 - Distribution of materials to seniors' groups, housing providers, and caregivers

Line 2 Fire: Prevention and Code Enforcement

Goal: Strengthen fire code compliance and proactive inspection of high-risk occupancies using a risk-based inspection model.

Recommendations

- **Adopt the Building Classification Risk Index (BCRI)** to guide inspection priorities and resource allocation based on risk.
- **Establish inspection frequency standards:**
 - **Annual inspections:** vulnerable occupancies, industrial properties (Group F), high-priority commercial occupancies (e.g., malls, resorts)
 - **Biennial inspections:** multi-residential (Group C), assembly (Group A), mercantile (Group D/E)
 - **As-needed inspections:** low-risk occupancies and complaint-based enforcement
- **Increase fire prevention staffing and capacity** to meet inspection targets, maintain compliance, and support ongoing fire code enforcement.
- **Integrate fire prevention and public education initiatives** to ensure consistent messaging and proactive outreach following inspections.
- **Establish shared enforcement protocols** with the Building Department for managing vacant buildings, illegal occupancies, and unsafe conditions.

Line 3: Emergency Response Capacity

Goal: Maintain and enhance effective fire suppression and emergency response capabilities, especially in rural, industrial, and marine environments.

Recommendations

- **Maintain and expand the department's Tanker Shuttle Accreditation** to ensure rural water supply capabilities remain robust and well-documented.
- **Review fire station location and space requirements**, considering:
 - Apparatus accommodation
 - Training and decontamination space
 - Expansion potential for growth and new services (e.g., community risk reduction office)

- **Enhance volunteer firefighter recruitment and retention efforts**, with a focus on:
 - Incentives for weekday/daytime availability
 - Onboarding, mentorship, and recognition programs
 - Training and certification support
- **Evaluate daytime staffing needs, including:**
 - Part-time or full-time support to supplement volunteer availability
 - Response time and turnout data to inform staffing model adjustments
- **Formalize mutual aid protocols and auto-aid agreements with surrounding departments and provincial teams for:**
 - Technical rescue (high angle, trench)
 - Hazardous materials
 - long-duration suppression or marine incidents

Training and Professional Development

Goal: Ensure all firefighters meet provincial training standards and are prepared for identified community risks.

Recommendations

- **Ensure full compliance with O. Reg. 343/22** by tracking certification and equivalency across NFPA 1001, 1002, 1021, and 1041 standards.
- **Deliver annual live fire training for all suppression personnel**, emphasizing:
 - Fire behaviour
 - Flashover recognition
 - Search and rescue
 - Initial fire attack operations
 - Include specialized training rotations in:
 - Shipboard firefighting
 - Agricultural and silo incidents
 - Propane and hydro utility incidents
 - Rural water supply and relay pumping
- **Maintain a Training Officer role** with authority to implement and audit compliance with required certifications and continuing education.
- **Create and maintain pre-incident plans** for high-risk occupancies and critical infrastructure using GIS and historical incident data.

Infrastructure and Equipment

Goal: Maintain a modern, reliable fleet and fire station that supports current and projected operational needs.

Recommendations

- **Complete a station condition and capacity review**, including:

- Space for gear drying and decontamination
- Training facilities
- Public education/community room
- Apparatus bay sizing for modern trucks
- **Establish a 10-year apparatus replacement plan**, aligned with NFPA 1901 recommendations and operational risk.
- **Procure backup power and communications systems** to ensure operational continuity in the event of infrastructure failures.
- **Standardize equipment across apparatus** to support interchangeable response and firefighter familiarity.

Planning, Administration, and Inter-Agency Coordination

Goal: Strengthen governance, reporting, and collaboration to improve transparency, accountability, and community safety.

Recommendations

- **Implement a formal Community Risk Reduction Plan (CRRP)** that integrates the CRA, FMP, and annual performance targets.
- **Develop quarterly reports for the Council** on:
 - Response volume and times
 - Fire loss and injury data
 - Prevention activities
 - CRA updates and training compliance
- **Work with local and regional partners** (e.g., Niagara EMS, Red Cross, POCOMAR, Transport Canada) to:
 - Enhance emergency planning
 - Conduct joint exercises
 - Improve large-scale event readiness
- **Conduct annual CRA reviews** and update the full CRA every five years as mandated under O. Reg. 378/18.

Fire Master Plan Recommendations

This document expands every recommendation and sub-recommendation from the FMP into a Council reporting format (Priority / CRA Link / Budget Impact / Justification). Each item is listed individually for full transparency.

Mission, Vision, and Values

- Recommendation 1 – Conduct a structured review and reaffirmation of MVV every five years.

Priority: Medium

CRA Link: Organizational Culture / Governance

Budget Impact: Low

Justification: Regular review ensures alignment of department values with evolving community priorities.

- Recommendation 2 – Embed MVV into orientation, training, SOGs, and public messaging

Priority: Low

CRA Link: Organizational Culture

Budget Impact: Low

Justification: Integrating MVV into all aspects of the service builds accountability and shared culture.

Municipal By-Laws, Agreements, and Governance Framework

- Recommendation 3 – Update Establishing & Regulating By-law to align with O. Reg. 343/22 and service levels

Priority: High

CRA Link: Governance

Budget Impact: Low

Justification: Ensures legal and regulatory compliance with updated provincial standards.

Modernize terminology (Paid-on-Call vs. Volunteer)

- Recommendation 4 – Update terminology to accurately reflect the remuneration of paid-on-call firefighters, rather than referring to them as volunteer firefighters.

Priority: Medium

CRA Link: Governance

Budget Impact: Low

Justification: Terminology updates clarify expectations and align with best practices.

Review Mutual Aid and Automatic Aid Agreements

- Recommendation 5 – Ensure mutual aid/auto-aid agreements and fees reflect service delivery realities

Priority: Medium

CRA Link: Governance / Mutual Aid

Budget Impact: Low

Justification: Keeps agreements current with modern deployment realities.

Organizational Structure and Administration

- Recommendation 6 – Review and update the organizational chart and all job descriptions

Priority: High

CRA Link: Organizational Capacity

Budget Impact: Medium

Justification: Up-to-date roles and structure improve clarity and accountability.

- Recommendation 7 – Formalize and expand roles in Training, Fire Prevention, and Administration.

Priority: Medium

CRA Link: Organizational Capacity

Budget Impact: Medium

Justification: Addresses workload pressures and enhances service delivery.

- Recommendation 8 – Assess administrative workload and plan for support

Priority: Medium

CRA Link: Organizational Capacity

Budget Impact: Medium

Justification: Supports reporting, procurement, data quality, and community engagement.

Communications and Technology

- Recommendation 9 – Complete the P25 Digital Transition

Priority: High

CRA Link: Critical Infrastructure / Response Reliability

Budget Impact: High

Justification: Transition to the Niagara Region P25 system is essential to ensure reliable communications, eliminate analog limitations, and maintain interoperability with mutual aid partners.

- Sub-Recommendation 9a – Finalize infrastructure installation and system testing

Priority: High

CRA Link: Critical Infrastructure

Budget Impact: High

Justification: Ensures the P25 system is fully functional before analog systems are phased out.

- Sub-Recommendation 9b – Implement mutual aid interoperability procedures before analog systems are fully phased out

Priority: High

CRA Link: Critical Infrastructure / Mutual Aid

Budget Impact: Medium

Justification: Establishing interoperability protocols guarantees seamless communication with partner agencies during transition.

- Recommendation 10 – Establish Communications SOPs/SOGs

Priority: High

CRA Link: Critical Infrastructure / Operational Consistency

Budget Impact: Medium

Justification: Formal procedures are required to standardize the use of repeaters, manage weak-signal operations, and ensure building coverage testing.

- Sub-Recommendation 10a – Develop repeater usage protocols

Priority: Medium

CRA Link: Operational Effectiveness

Budget Impact: Low

Justification: Provides crews with consistent guidance for effective use of in-vehicle repeaters during operations.

- Sub-Recommendation 10b – Develop weak-signal operating procedures

Priority: Medium

CRA Link: Operational Effectiveness

Budget Impact: Low

Justification: Ensures responders can maintain communications in low-signal environments, reducing safety risks.

- Sub-Recommendation 10c – Implement building coverage testing policy with developer compliance requirements

Priority: High

CRA Link: Infrastructure / Community Growth

Budget Impact: Medium

Justification: Ensures new construction meets radio coverage standards, reducing reliance on emergency repeaters.

- Recommendation 11 – Implement Comprehensive Communications Training

Priority: Medium

CRA Link: Workforce Capability

Budget Impact: Medium

Justification: Training is needed for all personnel to use P25, NG9-1-1, and interoperability features effectively.

- Sub-Recommendation 11a – Train all personnel on P25 functions, NG9-1-1 features, and interoperability protocols

Priority: Medium

CRA Link: Workforce Capability

Budget Impact: Medium

Justification: Ensures every firefighter is competent with upgraded systems and features.

- Sub-Recommendation 11b – Deliver annual refresher courses tied to evolving technology

Priority: Medium

CRA Link: Workforce Capability

Budget Impact: Low–Medium

Justification: Keeps skills current and reduces technology gaps over time.

- Recommendation 12 – Strengthen Dispatch Oversight

Priority: Medium

CRA Link: Governance / Service Quality

Budget Impact: Low

Justification: Oversight ensures compliance with NFPA 1225 and maintains certified dispatch service.

- Sub-Recommendation 12a – Maintain an active PCFES seat on the Joint Operations Committee

Priority: Medium

CRA Link: Governance / Regional Coordination

Budget Impact: Low

Justification: Provides ongoing input into regional dispatch operations and ensures Port Colborne's interests are represented.

- Sub-Recommendation 12b – Include NFPA 1225 compliance in all future dispatch contracts

Priority: High

CRA Link: Governance / Compliance

Budget Impact: Medium

Justification: Guarantees compliance with the most current dispatch standards.

- Sub-Recommendation 12c – Verify ongoing dispatcher certification to OFM-recognized standards

Priority: Medium

CRA Link: Governance / Workforce Capability

Budget Impact: Low

Justification: Ensures dispatchers meet provincial requirements for emergency communications.

- Recommendation 13 – Maximize RMS Utilization

Priority: Medium

CRA Link: Data Management / Operational Effectiveness

Budget Impact: Medium

Justification: Optimizing First Due ensures accurate records, staff accountability, and operational efficiency.

- Sub-Recommendation 13a – Complete migration of legacy Lotus Notes data into First Due

Priority: Medium

CRA Link: Data Management

Budget Impact: Medium

Justification: Preserves historical records and ensures consistent access within one platform.

- Sub-Recommendation 13b – Fully implement the alerting and staffing modules with supporting policies

Priority: Medium

CRA Link: Workforce Deployment

Budget Impact: Medium

Justification: Improves deployment efficiency and staff accountability through automated alerts.

- Sub-Recommendation 13c – Provide hands-on training for consistent iPad usage by crews

Priority: Medium

CRA Link: Workforce Capability

Budget Impact: Low

Justification: Standardized mobile device use improves data quality and situational awareness at incidents.

- Recommendation 14 – Integrate Communications Planning with CRA Updates

Priority: Medium

CRA Link: Risk Assessment / Continuous Improvement

Budget Impact: Low

Justification: Communications upgrades should evolve with community risks identified in the CRA.

- Sub-Recommendation 14a – Use CRA findings to prioritize communications upgrades

Priority: Medium

CRA Link: Risk Assessment

Budget Impact: Low

Justification: Aligns communication investments with identified risk areas.

- Sub-Recommendation 14b – Reassess risk and technology alignment during each CRA review cycle

Priority: Medium

CRA Link: Risk Assessment

Budget Impact: Low

Justification: Ensures communications remain current with evolving hazards and community growth.

Firefighter Mental Health and Wellness

- Recommendation 15 – Implement a comprehensive wellness program

Priority: High

CRA Link: Workforce

Budget Impact: Medium

Justification: Develop a structured program addressing firefighter physical and mental health.

- Sub-Recommendation 15a – Train supervisors to recognize early signs of stress/injury

Priority: High

CRA Link: Workforce

Budget Impact: Low

Justification: Enables early intervention to reduce long-term impacts.

- Sub-Recommendation 15b – Train all firefighters (career and paid-on-call) in mental health recognition and response

Priority: High

CRA Link: Workforce

Budget Impact: Medium

Justification: Enables peers to respond to signs of stress/injury more effectively.

- Sub-Recommendation 15c – Expand peer support networks

Priority: Medium

CRA Link: Workforce

Budget Impact: Low

Justification: Supports cultural acceptance of wellness initiatives.

- Sub-Recommendation 15d – Ensure access to culturally appropriate clinicians

Priority: High

CRA Link: Workforce

Budget Impact: Low, using a specific model

Justification: Provides specialized, effective care for fire service personnel.

Fire Prevention and Public Education

- Recommendation 16 – Implement a Building Classification Risk Index (BCRI)

Priority: High

CRA Link: Building Stock / Demographics

Budget Impact: Medium

Justification: Provides structured prioritization of inspections by risk level.

- Sub-Recommendation 16a – Increase inspection frequency based on risk

Priority: High

CRA Link: Building Stock

Budget Impact: Medium

Justification: Focuses resources on higher-risk occupancies (multi-residential, assembly).

- Recommendation 17 – Expand targeted education programs

Priority: Medium

CRA Link: Demographic Profile

Budget Impact: Low-Medium

Justification: Targets seniors, youth, and seasonal residents with tailored fire safety messaging.

- Sub-Recommendation 17a – Integrate campaigns with inspection follow-ups

Priority: Medium

CRA Link: Demographic Profile

Budget Impact: Low

Justification: Reinforces compliance with education and outreach.

Data Collection and Performance Tracking

- Recommendation 18 – Define KPIs for operations, prevention, and training

Priority: Medium

CRA Link: Organizational Effectiveness

Budget Impact: Low

Justification: Establishes measurable standards for evaluating performance.

- Sub-Recommendation 18a – Integrate KPI reporting into RMS

Priority: Medium

CRA Link: Organizational Effectiveness

Budget Impact: Low

Justification: Automates data collection and analysis for efficiency.

- Sub-Recommendation 18b – Report quarterly to Council; tie to annual CRA/FMP reviews

Priority: Medium

CRA Link: Governance

Budget Impact: Low

Justification: Ensures accountability and supports continuous improvement.

Training and Professional Development

- Recommendation 19 – Ensure compliance with O. Reg. 343/22 certification standards

Priority: High

CRA Link: Hazard Profile

Budget Impact: Medium

Justification: Guarantees firefighters meet legislated training and competency standards.

- Sub-Recommendation 19a – Deliver annual live fire training for all firefighters

Priority: High

CRA Link: Hazard Profile

Budget Impact: Medium

Justification: Maintains operational readiness and compliance with NFPA standards.

- Sub-Recommendation 19b – Track NFPA certifications and equivalencies

Priority: Medium

CRA Link: Hazard Profile

Budget Impact: Low

Justification: Ensures accurate documentation of qualifications.

- Recommendation 20 – Expand specialized training

Priority: Medium

CRA Link: Hazard Profile

Budget Impact: Medium

Justification: Improves readiness for high-risk, low-frequency events.

- Recommendation 20a – Obtain Tanker Shuttle Accreditation

Priority: Medium

CRA Link: Hazard Profile

Budget Impact: Medium

Justification: Ensures adequate training for tanker shuttle and non-hydrant operations.

- Sub-Recommendation 20b – Agriculture/silo incidents

Priority: Medium

CRA Link: Hazard Profile

Budget Impact: Medium

Justification: Addresses local agricultural hazards.

- Sub-Recommendation 20c – Propane/hydro utilities

Priority: Medium

CRA Link: Hazard Profile

Budget Impact: Medium

Justification: Prepares crews for utility-related emergencies.

- Recommendation 20d – Develop Shipboard Firefighting Capability

Priority: Medium

CRA Link: Hazard Profile

Budget Impact: Medium

Justification: Addresses marine risks unique to Port Colborne.

Fire Station and Facilities

- Recommendation 21 – Conduct facility review

Priority: High

CRA Link: Infrastructure

Budget Impact: High

Justification: Addresses gaps in gear drying, decon space, training/community rooms, and bay sizing.

- Sub-Recommendation 21a – Gear drying/decon space

Priority: High

CRA Link: Infrastructure

Budget Impact: High

Justification: Improves the health and safety of personnel.

- Sub-Recommendation 21b – Training/community meeting space

Priority: Medium

CRA Link: Infrastructure

Budget Impact: Medium

Justification: Supports training delivery and community engagement.

- Sub-Recommendation 21c – Apparatus bays sized for modern equipment

Priority: High

CRA Link: Infrastructure

Budget Impact: High

Justification: Ensures facilities can house modern fire apparatus safely.

- Recommendation 22 – Plan for an additional station in a growth area (Killaly St E / Lorraine Rd)

Priority: High

CRA Link: Growth / Public Safety Response

Budget Impact: High

Justification: Improves response time performance and prepares for population growth.

Apparatus and Equipment

- Recommendation 23 – Establish a 10-year apparatus replacement plan

Priority: High

CRA Link: Public Safety Response

Budget Impact: High

Justification: Aligns fleet planning with NFPA 1901 and ensures fiscal sustainability.

- Sub-Recommendation 23a – Standardize equipment across apparatus

Priority: Medium

CRA Link: Public Safety Response

Budget Impact: Medium

Justification: Improves operational consistency and interoperability.

Maintain Respiratory Protection Plan

Priority: Medium

CRA Link: Public Safety Response

Budget Impact: Medium

Justification: Ensures compliance and safety of the SCBA program.

- Sub-Recommendation 24a – Lifecycle PPE replacement

Priority: Medium

CRA Link: Public Safety Response

Budget Impact: Medium

Justification: Guarantees the safety and performance of protective gear.

- Sub-Recommendation 24b – Lifecycle SCBA replacement

Priority: Medium

CRA Link: Public Safety Response

Budget Impact: Medium

Justification: Maintains reliability of respiratory protection.

- Sub-Recommendation 24c – Ensure backup power and communications continuity

Priority: High

CRA Link: Critical Infrastructure

Budget Impact: High

Justification: Supports uninterrupted operations during major emergencies.

Staffing and Deployment

- Recommendation 25 – Evaluate and add career staffing for improved daytime coverage.

Priority: High

CRA Link: Demographics / Response Capacity

Budget Impact: High

Justification: Addresses gaps in turnout and response performance.

- Sub-Recommendation 25a – Monitor turnout and response times

Priority: High

CRA Link: Response Capacity

Budget Impact: Medium

Justification: Data-driven staffing adjustments maintain service levels.

- Recommendation 26 – Enhance Paid-on-Call recruitment and retention

Priority: Medium

CRA Link: Organizational Capacity

Budget Impact: Medium

Justification: Strengthens depth of response and reduces turnover.

- Sub-Recommendation 26a – Incentives for weekday availability

Priority: Medium

CRA Link: Organizational Capacity

Budget Impact: Medium

Justification: Improves daytime coverage during peak shortages.

- Sub-Recommendation 26b – Mentorship programs

Priority: Low

CRA Link: Organizational Capacity

Budget Impact: Low

Justification: Develops skills and encourages retention of newer members.

- Sub-Recommendation 26c – Recognition initiatives

Priority: Low

CRA Link: Organizational Capacity

Budget Impact: Low

Justification: Supports morale and long-term engagement.

Mutual Aid and Partnerships

- Recommendation 27 – Formalize mutual/auto-aid protocols

Priority: Medium

CRA Link: Public Safety Response

Budget Impact: Low

Justification: Ensures structured support for technical rescue, HazMat, marine, and long-duration incidents.

- Sub-Recommendation 27a – Conduct regular joint training and exercises with partners

Priority: Medium

CRA Link: Public Safety Response

Budget Impact: Low

Justification: Improves interoperability and readiness.

Municipal Finances and Economic Context

- Recommendation 28 – Incorporate staffing, station development, and apparatus lifecycle into long-term planning

Priority: High

CRA Link: Economic Profile

Budget Impact: High

Justification: Ensures the sustainability of service delivery within municipal financial planning.

- Sub-Recommendation 28a – Align fire service capital planning with development charge studies

Priority: High

CRA Link: Economic Profile

Budget Impact: High

Justification: Links growth-related costs to growth revenues.

Emergency Management

- Recommendation 29 – Align Fire Master Plan implementation with HIRA and EOC protocols

Priority: Medium

CRA Link: Hazard Profile

Budget Impact: Medium

Justification: Integrates fire planning with broader municipal emergency management strategy.

- Sub-Recommendation 29a – Conduct annual CRA reviews

Priority: Medium

CRA Link: Hazard Profile

Budget Impact: Low

Justification: Maintains risk assessment currency.

- Sub-Recommendation 29b – Conduct a full CRA every 5 years per O. Reg. 378/18

Priority: High

CRA Link: Hazard Profile

Budget Impact: Medium

Justification: Ensures compliance with provincial regulations and supports planning.

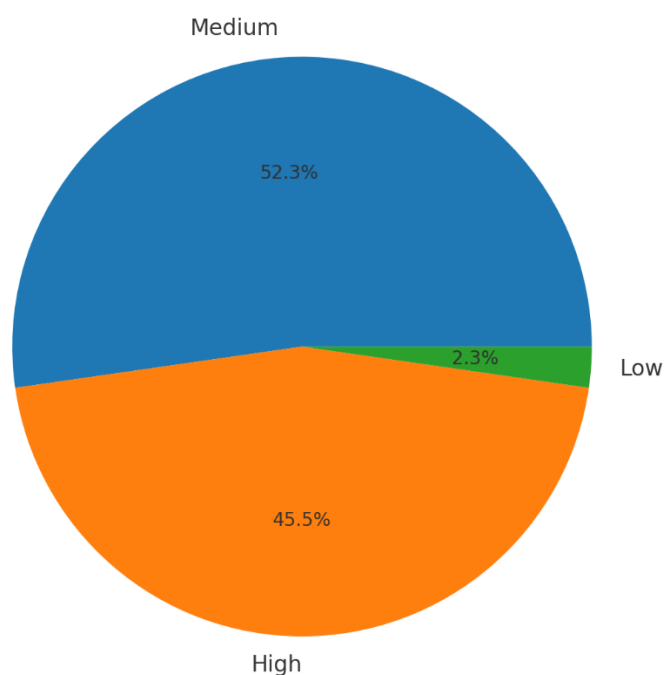
Recommendations by Priority

Section	High	Low	Medium	Total
Administration	1	0	2	
Apparatus	1	0	2	
Communications	2	0	4	
Data & Performance	0	0	3	
Emergency Mgmt	1	0	2	
Facilities	2	0	0	
Finance	2	0	0	
Fire Prevention	2	0	2	
Governance	1	0	2	
Mental Health	4	0	1	
Mission & Values	0	1	1	
Mutual Aid	0	0	1	
Specialized Risks	2	0	0	
Staffing	1	0	1	
Training	2	0	2	
Total	20	1	23	44

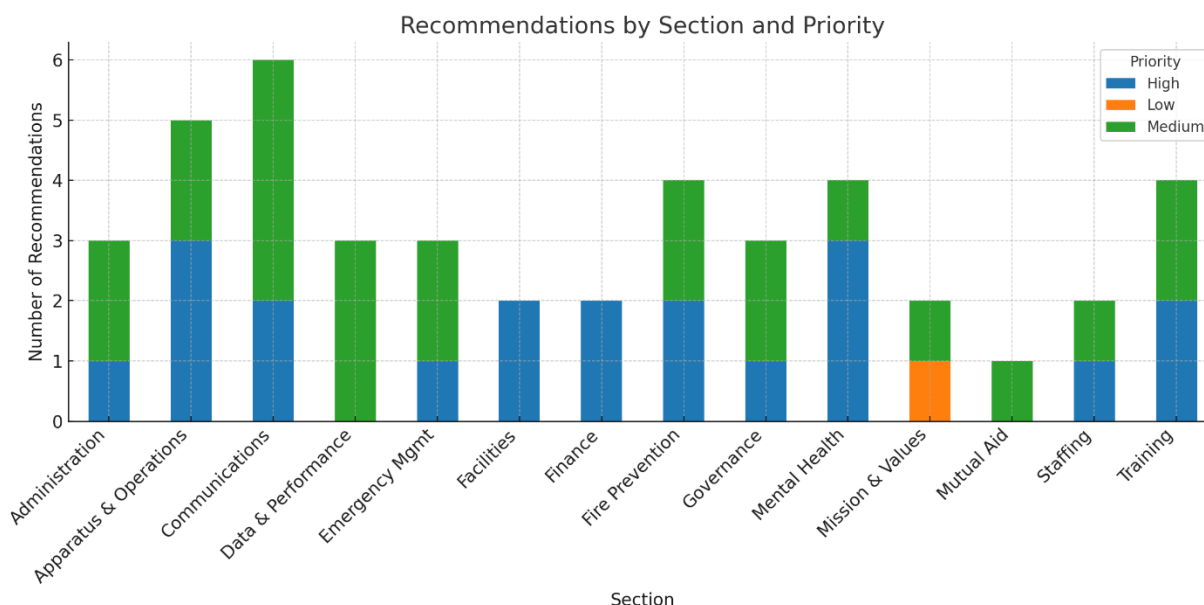
Port Colborne FMP 2025 – Recommendations Dashboard

This dashboard provides Council with a high-level overview of the recommendations contained in the Fire Master Plan (FMP) 2025. It summarizes the distribution of recommendations by priority level and by section, providing a visual snapshot of strategic focus areas.

Distribution of Recommendations by Priority



Recommendations by Section and Priority



The charts highlight the concentration of High-Priority recommendations in areas such as Governance, Training, Facilities, Apparatus, and Staffing, reflecting the most urgent needs to ensure operational effectiveness, firefighter safety, and compliance with provincial legislation. Medium-Priority recommendations address areas of continuous improvement, while Low-Priority items focus on longer-term culture and organizational development. This dashboard should be reviewed in conjunction with the detailed recommendations package.

ESSSi Comments – Port Colborne Fire Master Plan 2025

The 2025 Fire Master Plan, built upon the foundation of the Community Risk Assessment (CRA), provides the City of Port Colborne with a comprehensive, risk-informed roadmap for the delivery of fire protection services. It consolidates operational analysis, community risk factors, and strategic recommendations into a single framework designed to enhance public safety, strengthen firefighter resilience, and ensure alignment with Council's service expectations.

It is important to recognize that both the CRA and the FMP are living documents. They are not static plans, but rather dynamic tools that must be reviewed annually and adjusted as Port Colborne's priorities, risks, and community needs evolve. Legislative requirements, growth patterns, demographic shifts, and emerging hazards will continue to shape the environment in which fire protection services are delivered. By revisiting these documents regularly, the City will maintain the flexibility and foresight required to adapt to changing circumstances while ensuring service delivery remains effective, efficient, and sustainable.

The development of this Plan would not have been possible without the collaboration

and commitment of City leadership, fire department staff, and community stakeholders. ESSSi extends its sincere appreciation to:

- Fire Chief Stan Double for his leadership and operational insight.
- Deputy Fire Chief Mark Middleton for his technical expertise and support throughout the process.
- Executive Assistant, Telise Kurtai, for her organizational contributions and coordination.
- Chief Administrative Officer Bryan Boles for his guidance and support at the municipal level.
- The Port Colborne Professional Fire Fighters Association for their engagement and professional perspective.
- The many staff members of the City of Port Colborne who contributed their time, knowledge, and experience to ensure the accuracy and practicality of this Plan.

Emergency Services Strategy and Solutions Inc. (ESSSi) is grateful for the opportunity to work with the City of Port Colborne in the development of this Community Risk Assessment and Fire Master Plan. We trust that the recommendations provided will serve as a strong foundation for informed decision-making, continuous improvement, and the ongoing protection of the residents, visitors, and businesses of Port Colborne.

CITY OF PORT COLBORNE

COMMUNITY RISK ASSESSMENT

AUGUST 2025



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Executive Summary

This Community Risk Assessment (CRA) has been prepared for the City of Port Colborne by Emergency Services Strategy and Solutions Inc. (ESSSi) to support informed, risk-based decision-making related to fire protection and public safety.

Developed in compliance with Ontario Regulation 378/18 under the *Fire Protection and Prevention Act, 1997*, and aligned with the Office of the Fire Marshal's (OFM) Technical Guideline TG-02-2019, this CRA provides a structured, data-driven evaluation of local fire and life safety risks.

The CRA is a foundational document intended to guide future fire service planning, inform the development of the Fire Master Plan (FMP), and ensure that fire protection services are responsive to the evolving needs and conditions of the community. The process involved the comprehensive review of nine legislated community profiles:

1. Geographic Profile
2. Building Stock Profile
3. Critical Infrastructure Profile
4. Demographic Profile
5. Hazard Profile
6. Public Safety Response Profile
7. Community Services Profile
8. Economic Profile
9. Past Loss and Event History Profile

Each profile was evaluated using a consistent risk framework based on probability and consequence, which allowed the assignment of risk levels and informed the identification of preferred risk treatment options: avoid, mitigate, accept, or transfer.

Key findings of the CRA include:

- **Geographic Risk:** The city's mix of urban, rural, and industrial land use, combined with the bisecting Welland Canal and seasonal population surges, impacts response times and access, especially in rural and waterfront areas.
- **Building Stock Risk:** A combination of legacy residential structures and newer developments presents varied fire risks, with older homes often lacking modern fire protection systems. Industrial facilities near the port pose elevated hazards due to the presence of hazardous materials and operational complexity.
- **Critical Infrastructure Risk:** Essential services, including water treatment, hydro substations, and telecommunications, are vulnerable to disruption. Risks associated with propane storage, transportation fuels, and power outages have potential cascading effects.
- **Demographic Risk:** The city's aging population, presence of economically vulnerable residents, and a seasonal influx of over 10,000 visitors annually increase the demand for targeted public education and customized emergency messaging.

- **Hazard Risk:** Common hazards include structure fires, motor vehicle collisions, hazardous materials incidents, and extreme weather events (e.g., flooding, ice storms). Industrial and transportation-related incidents are of particular concern.
- **Public Safety Response Risk:** While Port Colborne Fire & Emergency Services operates one fire station, the department faces several challenges including the need to achieve Tanker Shuttle Accreditation, difficulty recruiting volunteer firefighters, maintaining adequate daytime staffing levels, and sustaining effective response capabilities in remote areas., challenges include recruiting volunteer firefighters, maintaining daytime staffing levels, and sustaining response capabilities in remote areas.
- **Community Services Risk:** The limited emergency shelter space and support for vulnerable populations necessitate improved coordination with local service providers and agencies, such as the Canadian Red Cross.
- **Economic Risk:** The economy is heavily reliant on shipping, tourism, and industrial activity. High-traffic sites, such as Sherkston Shores and the Canal Days Festival, require robust emergency planning.
- **Past Loss and Event History:** Data from recent years highlights structural fires as a major concern, especially in single-family dwellings. Electrical and mechanical failures, poor maintenance, and cooking-related incidents are recurring causes of fire loss.

As a result of this risk profiling, the CRA outlines strategic recommendations across all nine categories, with an emphasis on:

- Expanding public education campaigns focused on high-risk and seasonal populations.
- Enhancing fire prevention and inspection programs, particularly in older residential and industrial areas.
- Investing in training, staffing, and equipment to ensure response capacity matches identified risks.
- Strengthening inter-agency coordination and mutual aid for large-scale or complex incidents.
- Incorporating GIS and data analytics into ongoing risk monitoring and planning.

The CRA also serves as a living document, requiring annual reviews and a full update every five years, as mandated by O. Reg. 378/18. These reviews will ensure continued alignment with changing community conditions and service capabilities. All risks and recommendations identified in the CRA will be further addressed and operationalized in the city's upcoming Fire Master Plan, reinforcing a proactive, risk-based approach to public fire protection in Port Colborne.

Introduction & Legislative Context

The Fire Protection and Prevention Act 1997 mandates every municipality in Ontario to provide fire protection services that meet the needs and circumstances of their communities. Under Ontario Regulation 378/18, municipalities are required to complete a Community Risk Assessment to ensure their fire services are appropriately aligned with local risk conditions. This CRA serves as a structured tool to evaluate potential risks related to fire and other emergencies in the City of Port Colborne. It also supports the city in meeting its obligations under the Emergency Management and Civil Protection Act (EMCPA), where the Hazard Identification and Risk Assessment (HIRA) complements this CRA.

Community Profile

Geography and Transportation Infrastructure

Port Colborne is located in the Niagara Region of Ontario on the north shore of Lake Erie. The city spans 121.99 square kilometres and includes a mix of urban, industrial, and rural areas. It is bisected by the Welland Canal, which provides critical shipping access between Lake Erie and Lake Ontario. Highway 3 serves as the primary road corridor, connecting the City to Fort Erie, Wainfleet, and Dunnville. Niagara Regional Road 58, which continues to experience increased traffic volumes, also serves as a key connector. While not directly linked to the 400-series highways, Highway 140 and the QEW are accessible within 30 minutes. Canadian Pacific Railway (CPR) and Trillium Railway offer rail freight service. Port facilities support the handling of bulk and breakbulk cargo through the Port Colborne Harbour. Nearby international airports include those in Buffalo, Niagara Falls, and Hamilton. The city is also near major U.S. border crossings.

Economy and Industry

The local economy has historically been rooted in manufacturing, shipping, and heavy industry. Key economic sectors include shipping and logistics, supported by waterfront infrastructure and grain terminals; manufacturing and fabrication businesses, such as Vale Canada's nickel refinery; and agriculture and agri-business in surrounding rural areas. Port Colborne is a vital component of the Great Lakes-St. Lawrence Seaway trade route is designated within a Niagara Foreign Trade Zone to promote investment.

Population and Demographics

As of the 2021 Census, Port Colborne has a population of approximately 20,033. The community features a mix of permanent residents, seasonal visitors, and a growing senior population. The population density is moderate, and the area experiences seasonal fluctuations in population due to tourism and RV resort usage, particularly during the summer months.

Tourism and Recreation

Tourism is a significant economic driver. The city boasts over 30 kilometres of Lake Erie shoreline, including beaches like Nickel Beach and Cedar Bay, as well as attractions such as Sherkston Shores RV Resort. The Canal Days Marine Heritage Festival draws tens of thousands of visitors annually. The Greater Niagara Circle Route and waterfront trails attract cyclists and outdoor enthusiasts year-round.

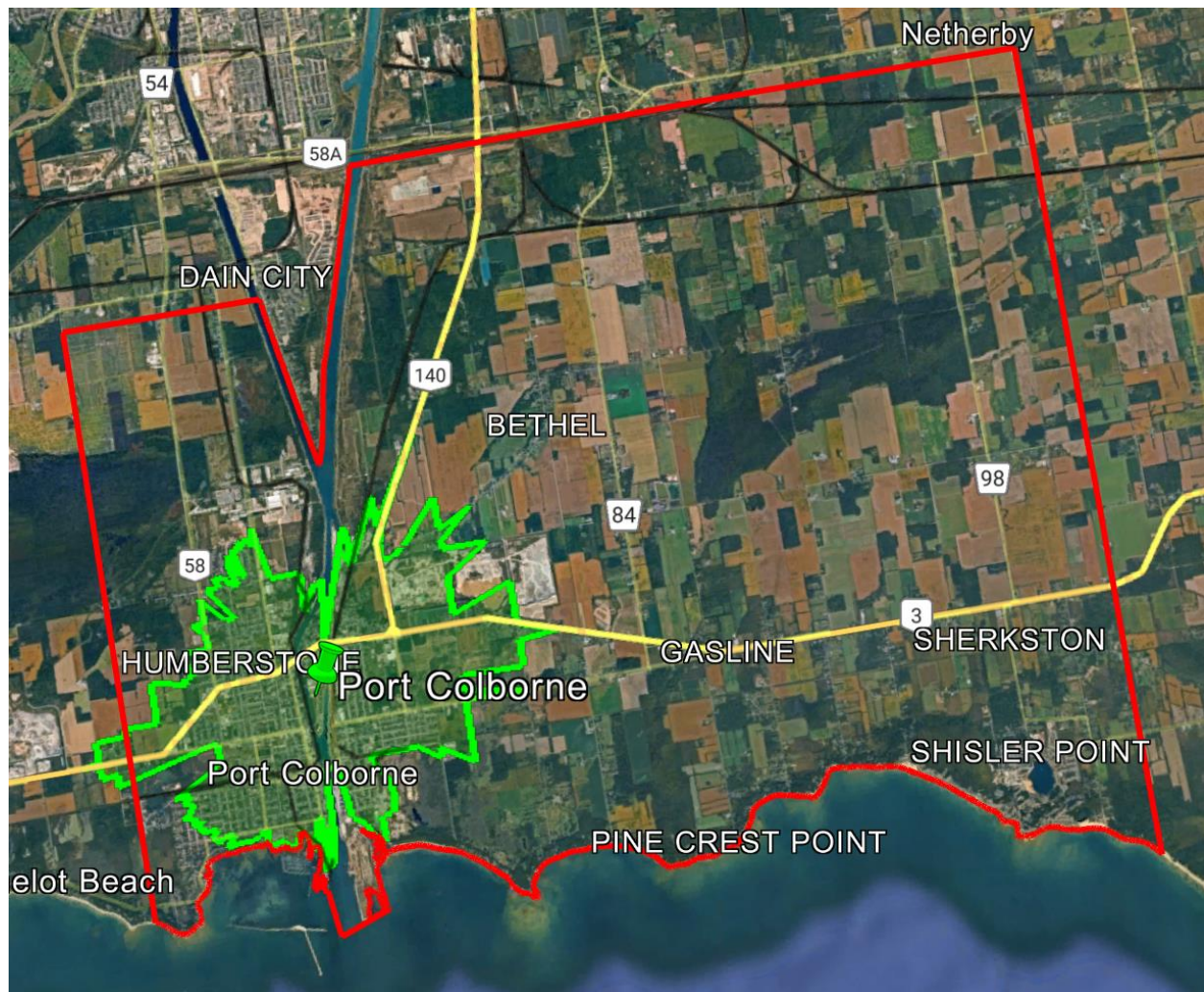
Community Assets and Emergency Services

Port Colborne provides a range of public services, including recreation centres, marinas, and cultural venues such as the Roselawn Centre and the Historical and Marine Museum. The Niagara Health System delivers health services through Port Colborne General Hospital. Port Colborne Fire and Emergency Services provide fire protection through a single station. Niagara Regional Police manage policing, while paramedic services are delivered via Niagara EMS.

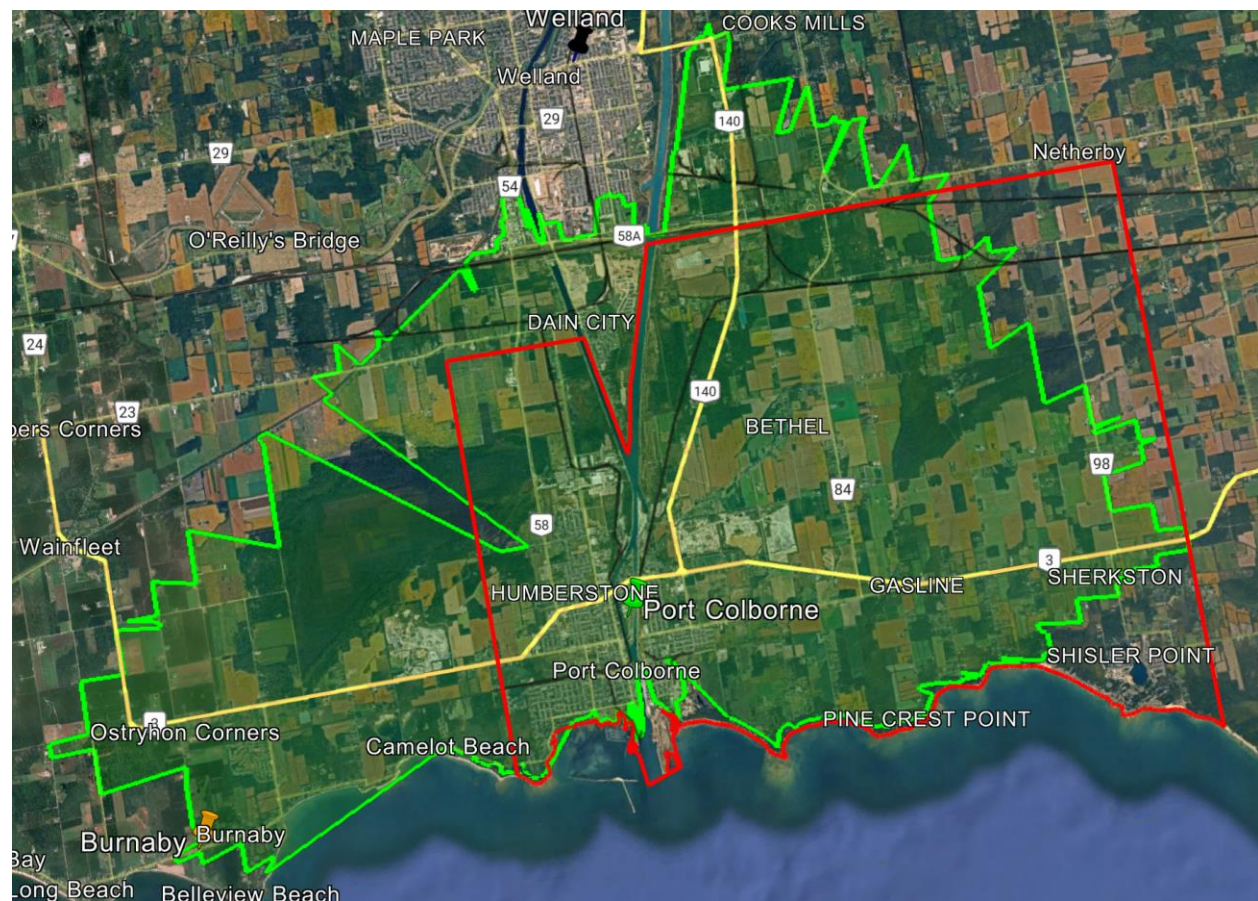
The City of Port Colborne



Fire Department Response Four-Minute Travel Time



Fire Department Response Ten-Minute Travel Time



CRA Scope, Objectives, and Methodology

Scope and Objectives

This Community Risk Assessment (CRA) was prepared by Emergency Services Strategy and Solutions Inc. (ESSSi) on behalf of the City of Port Colborne. The CRA fulfills the requirements of Ontario Regulation 378/18 under the Fire Protection and Prevention Act, 1997, and aligns with the Office of the Fire Marshal's Technical Guideline TG-02-2019. It provides an evidence-based, structured analysis of community fire risks to support strategic planning, public safety decision-making, and the development of the City's Fire Master Plan.

Key objectives of the CRA include:

- Identify and profile current and potential risks to life, property, infrastructure, and the environment using nine legislated profiles.
- Analyze data from municipal records, Statistics Canada, fire incident reports, and other authoritative sources.
- Engage stakeholders to validate findings and gather supplemental risk information.
- Use GIS mapping to identify spatial patterns and service coverage gaps.
- Provide recommendations for fire prevention, emergency response, public education, and service-level decisions.

Methodology

The CRA was developed through a phased methodology consistent with OFM Guideline TG-02-2019. The process included:

1. Project Initiation – Defined scope, objectives, and communication channels with City and Fire leadership.
2. Data Collection – Acquired quantitative and qualitative data, including population, geography, fire incident trends, and infrastructure data.
3. Risk Profiling – Applied the nine OFM-mandated profiles to categorize and assess risks.
4. GIS Mapping – Identified spatial distributions of risks, hazards, and coverage zones.
5. Stakeholder Engagement – Interviews and consultations were conducted with fire service leadership and relevant stakeholders.
6. Risk Evaluation – Risks were analyzed by probability and consequence to guide prioritization and treatment.
7. Reporting – Findings and recommendations were documented in compliance with Ontario Regulation 378/18.

Risk Identification and Analysis

Risk Evaluation Framework

Risk, in the context of this CRA, is defined as a function of probability and consequence. Probability refers to the likelihood that an incident or emergency will occur, while consequence relates to the potential impact on life safety, property, economy, or environment. The evaluation of these dimensions enables the prioritization of risks and the identification of appropriate mitigation strategies.

Probability Levels

The table below categorizes probability levels used in this CRA:

- Rare – May occur in exceptional circumstances; no incidents in the past 15 years.
- Unlikely – Could happen if conditions change; the last incident occurred 5 to 15 years ago.
- Possible – Might occur under current conditions; one incident has occurred in the past 5 years.
- Likely – Expected to happen under current conditions; multiple incidents in the past 5 years.
- Almost certain – Very likely unless conditions change; frequent incidents in the past year.

Consequence Levels

The table below categorizes consequence levels used in this CRA:

- Insignificant – No life-safety issue, minimal or no loss, no community impact.
- Minor – Some risk to safety, minor property loss, minimal business or community disruption.
- Moderate – Threat to safety, moderate loss, impact to small businesses or local environment.
- Major – Large loss potential, significant property loss, economic disruption, partial evacuation.
- Catastrophic – Major loss of life, widespread damage, long-term disruption, full evacuation likely.

Community Risk Evaluation Matrix

Community Risk Evaluation Matrix						
Consequence	Catastrophic	Moderate	High	High	Extreme	Extreme
	Major	Moderate	Moderate	High	High	Extreme
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Low	Low	Moderate	Moderate	High
	Insignificant	Low	Low	Low	Moderate	Moderate
		Rare	Unlikely	Possible	Likely	Almost certain
		Probability				

Figure A-1: Community Risk Evaluation Matrix. This matrix combines levels of probability and consequence to determine overall risk, supporting prioritization and mitigation decisions within the CRA.

Risk Summary

This Community Risk Assessment has identified the most significant risks to life safety, property, infrastructure, and economic stability within the City of Port Colborne. The risks outlined through this process—analyzed across the nine mandatory community profiles—form the basis of the city's fire protection planning and serve as a foundation for the development of a comprehensive Community Risk Reduction Plan.

Each identified risk has been assessed using a structured evaluation of probability and consequence. This process ensures that mitigation strategies are targeted, evidence-based, and scalable. The preferred treatment options—avoid, mitigate, accept, or transfer—provide Council and the Fire Chief with a clear framework for decision-making in key areas such as public education, fire code enforcement, emergency response, and inter-agency collaboration.

Priority risks include large-scale structural fires in multi-residential or industrial properties, transportation-related hazardous materials incidents, weather-related emergencies, and the vulnerabilities associated with seasonal populations, seniors, and legacy buildings. Addressing these risks requires an integrated approach across all three lines of defence: proactive public education, consistent fire code compliance, and reliable emergency response capacity.

The effectiveness of the city's risk reduction strategy will be measured through performance indicators, including reductions in the number and severity of fires, fewer fire-related injuries or fatalities, and decreases in fire-related property loss. Supporting actions will include the delivery of targeted prevention programs, investment in early detection systems, regular inspection schedules, enhanced firefighter training, and increased stakeholder engagement.

The Fire Chief reports to Port Colborne Council on a quarterly basis to ensure that the municipality is meeting its legal obligations and that the fire department's response capabilities align with local needs and circumstances. The Fire Chief is also responsible for keeping Council informed of any issues that may affect the delivery of fire protection services, including those related to staffing, training, equipment, inspections, and overall emergency response capacity.

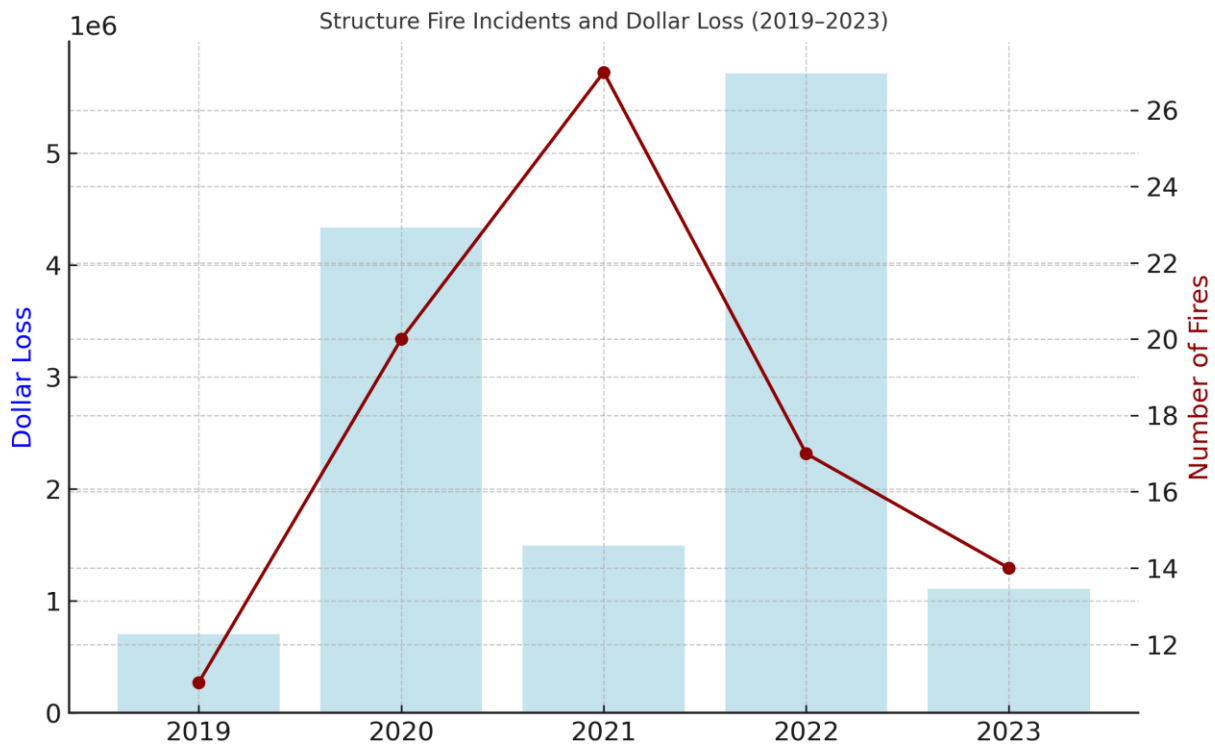
This CRA ensures the City of Port Colborne remains compliant with Ontario Regulation 378/18 while equipping the Fire Department and municipal leaders with the tools to protect residents, property, and essential services. The strategic application of this risk summary, in conjunction with the Fire Master Plan, will guide the implementation of an adaptive and sustainable fire protection model that evolves in response to the community's changing needs.

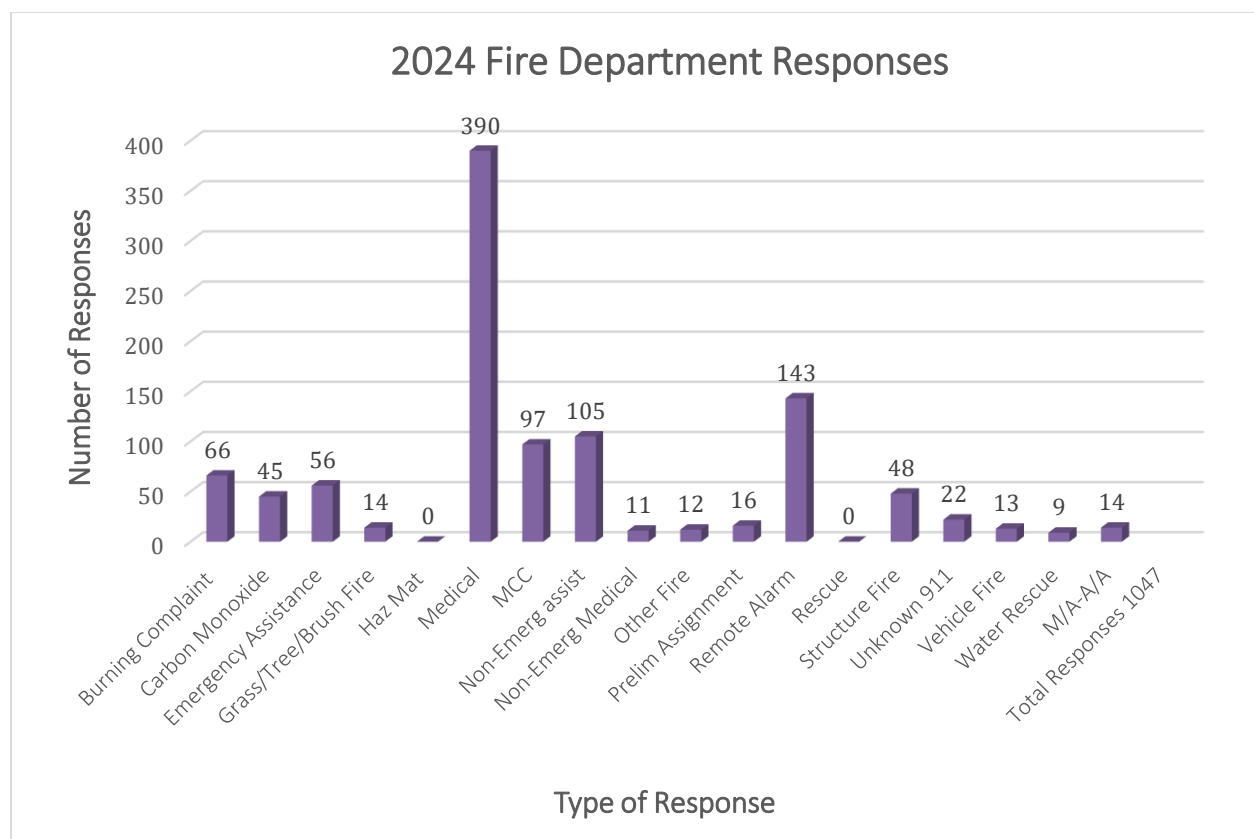
Top Risks and Preferred Treatment Options

Top Risk or Issue/Concern	Preferred Treatment Options
Major Multi-Residential Fire	• Multiple departments respond • Access to on-site water • Ongoing staffing requirement/rotation in the event of a major fire • Tanker Shuttle through mutual aid, if necessary/available
Major Multi-Building Fire	• Multiple departments respond • Access to on-site water • Ongoing staffing requirement/rotation in the event of a major fire • Tanker Shuttle through mutual aid, if necessary/available
Structure Fires	• Port Colborne Council is legally responsible for ensuring the fire department's response capability meets local needs and circumstances. • Maintain current practices in accordance with Standard Operating Guidelines (SOGs) and policies that are consistent with the Establishing and Regulating By-law. • Utilize mutual aid assistance, if available, when necessary and appropriate.
Shipboard Fire / Maritime Incident	• Multiple departments respond • Ongoing staffing requirement/rotation in the event of a major fire • Assistance from Transport Canada/Coast Guard or other agencies with shipboard firefighting experience
Water or Ice Rescue	• Limited to shore-based only • Rely on POCOMAR, NRP and Canadian Coast Guard for offshore rescues
Specialized or Machinery Rescue	• Utilize mutual-aid assistance or activate provincial teams via the OFM/Provincial Emergency Operations Centre when necessary
Hazardous Materials / Dangerous Goods Incidents	• Maintain the current practices guided by SOGs and policies consistent with the Establishing and Regulating By-law • Utilize mutual-aid assistance or activate provincial teams when necessary

Structure Fire Loss Statistics

Year	Number of Structure Fires	Firefighter Injuries	Civilian Injuries and Deaths	Total Dollar Loss	Fire-Cause Determination
2023	14	0	1 Injury	\$ 1,109,000	Yes
2022	17	0	1 Injury	\$ 5,708,999	Yes
2021	27	0	3 Injuries	\$ 1,492,550	Yes
2020	20	5	3 Injuries	\$ 4,336,800	Yes
2019	11	0	1 Injury	\$ 704,800	Yes





Profile Worksheets

Geographic Profile

The City of Port Colborne is situated in the Niagara Region of Southern Ontario, bordered by Lake Erie and intersected by the Welland Ship Canal. The municipality encompasses a diverse geographic area comprising urban, industrial, and rural landscapes, covering approximately 121.99 square kilometres. As of the 2021 Census, it has a population of 20,033, with a population density of 164.2 residents per square kilometre. The city experiences a significant seasonal population increase, frequently accommodating over 10,000 additional residents during peak periods.

The Welland Canal bisects the municipality, affecting travel routes and emergency response times, as access across the canal is limited to a few bridges and weir crossings. Shoreline areas along Lake Erie are vulnerable to seasonal and weather-related flooding, while the rural portions of the city present unique challenges in terms of emergency access and reliable water supply. This varied geography has a direct impact on fire protection delivery, requiring tailored planning for response coverage, water access, and seasonal risk management.

Worksheet 1: Geographic Profile Risks

Geographic Feature	Potential Impact on the Delivery of Fire Protection Services
Lake Erie and Welland Canal	• Subject to seasonal flooding or flooding during heavy rainfall • Impacts training and equipment for shipboard emergency response (SOLAS Chapter II-2, regulation 10.2.1.7) • Impacts response times/travel time to calls • Potential dangerous goods incidents • Recreational/tourist activities impact public fire-safety education and fire code inspections • Impacts fire-protection delivery, ice and water rescue, and medical responses • Generates additional tourists to the area seasonally • Welland Canal bisects the city and relies on three bridges and two weir crossings for access
Waterfront Properties and Resort Parks	• Limited access and egress during an emergency • Narrow/restricted access without sufficient spacing for firefighting operations • Water supply challenges
King's Highways 3, 140, and NRR #58	• Impacts transportation of commercial trailers and intermodal, affecting the supply chain • Impacts the transportation of hazardous materials and dangerous goods • Impacts life safety due to road conditions and collisions • High weekly traffic volumes, especially on weekends from spring to fall • Requires ongoing partnerships and joint exercises with NRP, OPP, Niagara EMS, and MTO
Private Roads	• Impacts fire apparatus access • Impacts weight-bearing capacity for fire apparatus • Impacts response time (Golden Hour for trauma incidents)
Bridges on Secondary Highways and Private Roads	• Impact travel access and response times
Private Roads and Bridges	• Impact travel access and response times • Impacts weight-bearing capacity for fire apparatus
Railway	• Bisects the City • Impacts travel access and response times • Potential for dangerous goods incidents

Building-Stock Profile

Port Colborne's building stock is composed of a diverse range of structures, including single-family homes, multi-unit residential buildings, historic properties, commercial plazas, and industrial facilities. These buildings vary widely in age, use, construction type, and the presence of fire safety systems and equipment. The community features both newer developments that incorporate modern fire protection measures and legacy buildings that may not comply fully with current fire code standards.

Particular concern arises in industrial areas near the waterfront, where buildings house hazardous materials and complex operational processes that elevate fire risk. Additionally, past inspection practices and their frequency influence the current risk profile for various occupancy classifications. Where historical inspection data is lacking, additional analysis may be needed to properly assess risk.

These building characteristics directly affect the fire department's approach to public fire safety education, fire code inspection and enforcement, and emergency response. A strategic understanding of the building stock helps guide the allocation of resources and the development of targeted risk reduction initiatives.

Worksheet 2: Building-Stock Profile Risks

Building Occupancy Classification	Issues/Concerns	Probability	Consequence	Assigned Risk Level
Group A (Assembly, 99 buildings)	Assembly occupancies. SIR 101-128	Possible	Major	Moderate
Group B (Detention: 0, Care & Treatment: 7 buildings)	Detention: 0 buildings Care & Treatment: 7 buildings (No applicable risk assigned)	N/A	N/A	N/A
Group C (Single-Family: 5841 buildings)	New development featuring lightweight construction and limited separation, with concerns regarding the wildland interface. Mixed construction: ordinary, balloon, platform; outdated wiring and alarms; lack of separations. Remote Access Issues for Rural Farm Dwellings.	Likely	Moderate	Moderate
Group C (Multi-Unit Residential: 2155 buildings)	Apartment buildings (SIR 321, 322, 323) lack interconnected smoke and carbon monoxide (CO) alarms.	Possible	Moderate	Moderate
Group C (Hotel/Motel: 4 buildings)	SIR 355 Motel. Typical occupancy hazards associated with transient residents.	Possible	Moderate	Moderate
Group C (Mobile Homes/Trailers: 2100 Units)	SIR 342. Lightweight structures, close spacing, and vulnerability to fire spread.	Possible	Moderate	Moderate
Groups D & E (Business/Mercantile: 302 Buildings)	SIR 401-418. Standard business and mercantile risks (retail/commercial spaces).	Possible	Moderate	Moderate
Group F (Industrial: 129 buildings)	SIR 601-699. classified. Community and employment-based industrial risks.	Possible	Major	Moderate
Other (43 Farm Buildings:)	SIR/OBC - 870 Timber Barns, 871 Modern Construction. Agricultural structures with combustible materials.	Possible	Major	Moderate
Non-classified Buildings	No buildings were reported under this category.	N/A	N/A	N/A

Port Colborne contains one high-rise building, constructed in 2023, which stands 31 metres tall and spans nine storeys. Additionally, the city has one shopping mall currently undergoing redevelopment into a plaza with exterior-facing units. Currently, there are no reported migrant housing facilities within the community.

Building Classification Risk Index (BCRI)

1. Purpose

To prioritize building inspections and code enforcement activities by evaluating building types using risk-based criteria rooted in the CRA methodology. This index supports fire prevention efforts by identifying occupancies with a higher likelihood and/or impact of fire-related incidents.

2. Index Construction

Dimension	Description	Scoring Range
Probability of Fire	Based on historical incidents and CRA Table 1.	1 (Rare) to 5 (Almost Certain)
Consequence of Fire	Based on the potential loss of life, property, economy, and environment.	1 (Insignificant) to 5 (Catastrophic)
Occupancy Vulnerability	Considers age, density, construction type, and fire protection features.	1 (Low) to 5 (High)
Population Risk	Assesses the presence of vulnerable occupants (e.g., seniors, tourists).	1 (Low) to 5 (High)
Strategic Priority	Reflects the importance of code compliance for critical and economic infrastructure.	1 (Low) to 5 (High)

3. Risk Score Calculation

For each building classification:

BCRI Score = (Probability + Consequence + Occupancy Vulnerability + Population Risk + Strategic Priority)

Maximum Score = 25

Risk Level	Score Range
High	19–25
Moderate	13–18
Low	5–12

4. Port Colborne Example Classifications

Occupancy Type	Probability	Consequence	Occupancy Vulnerability	Population Risk	Strategic Priority	Total Score	Risk Level
Group C – Multi-Residential	3 (Possible)	3 (Moderate)	4	4	4	18	Moderate
Group F – Industrial	3 (Possible)	4 (Major)	4	2	5	18	Moderate
Group C – Single Family	4 (Likely)	3 (Moderate)	3	3	3	16	Moderate
Group A – Assembly	3 (Possible)	4 (Major)	3	3	5	18	Moderate
Seasonal Resorts	3 (Possible)	3 (Moderate)	3	5	4	18	Moderate
Group D/E – Mercantile	3 (Possible)	3 (Moderate)	3	2	4	15	Moderate
Group B – Care Facilities	2 (Unlikely)	4 (Major)	5	5	5	21	High

5. Application of the BCRI

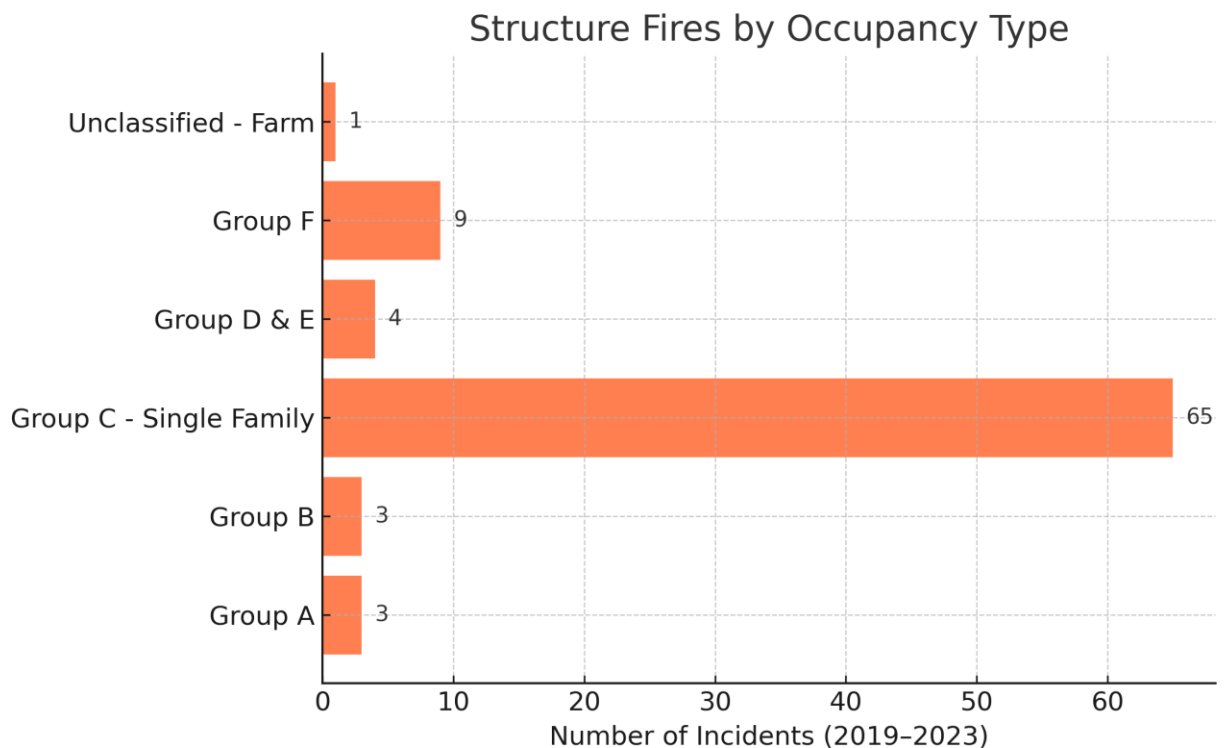
This index should guide code enforcement officers in allocating inspection resources where they will have the most significant impact on reducing fire risk. For example:

- High BCRI Score (19–25): Annual inspection cycle recommended. Priority for code compliance, education, and enforcement.
- Moderate Score (13–18): Biennial inspections; targeted public education and collaboration with building owners.
- Low Score (5–12): As-needed inspections; focus on public education and complaint-driven enforcement.

6. Integration into the Fire Master Plan

The BCRI should be integrated with the City's Fire Master Plan (FMP) to:

- Optimize inspection frequencies and scheduling.
- Justify resource allocation for fire prevention staff.
- Support public education targeting specific building types.
- Inform budget requests linked to risk-based enforcement needs.



Critical Infrastructure Profile

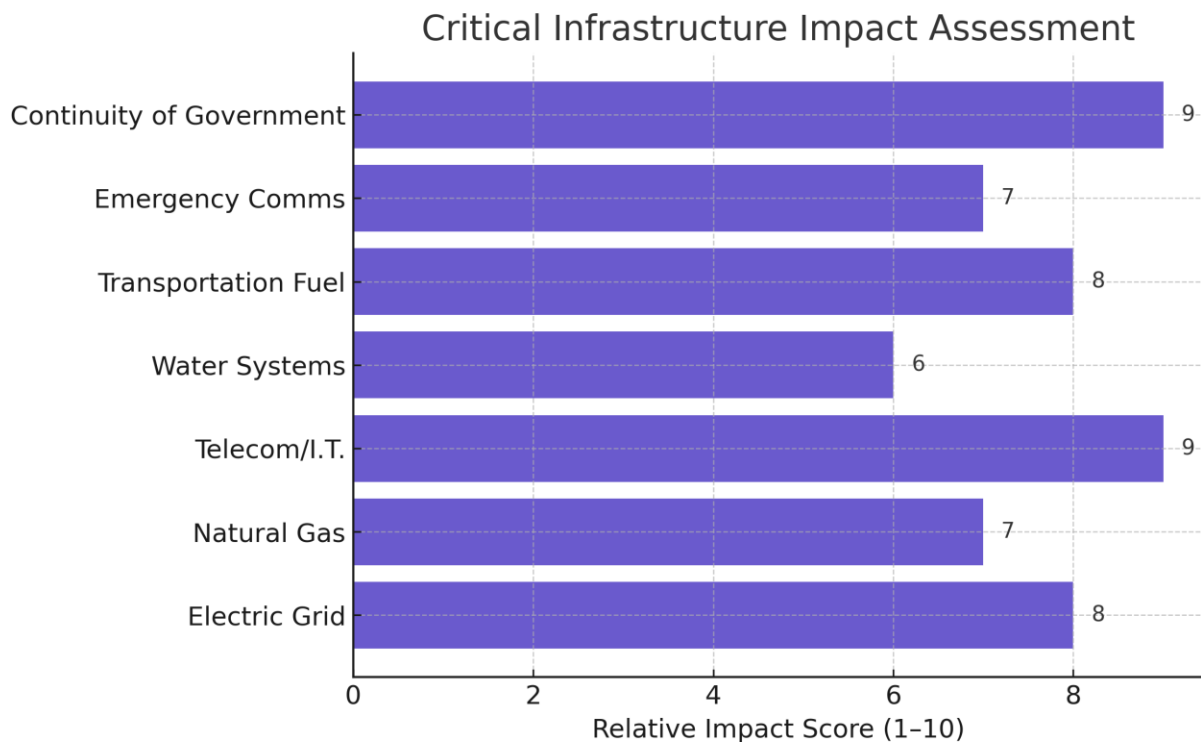
The critical infrastructure profile encompasses the essential facilities and services that support public safety, economic stability, and daily life in Port Colborne. These interconnected systems encompass electricity and water distribution, wastewater treatment, telecommunications, healthcare facilities, and transportation networks, including highways, rail lines, and the Welland Canal.

Key components of Port Colborne's infrastructure include hydroelectric substations, water and wastewater treatment facilities, Highway 3, Canadian Pacific Railway (CPR) lines, and the Welland Canal, which bisects the city. Disruptions to any of these systems can significantly affect emergency response capabilities, community safety, and economic continuity.

This section includes structured tables that detail identified infrastructure risks, associated issues, and their assigned probability, consequence, and overall risk levels. Each table aligns with the standardized risk evaluation framework established within the Community Risk Assessment.

Worksheet 3: Critical Infrastructure Profile Risks

Identified Critical Infrastructure	Issues/Concerns
Continuity of Government	• Local government closure disrupts public confidence and operations. • Potential causes: severe weather, disease, IT attacks, or electrical grid failure.
Electricity Transmission and Distribution	• Hydro failure at municipal buildings and EOC. • Fires at transformer stations and risk of sabotage.
Radio/Television Communication	• Inability to communicate with the public or external entities. • Failure to provide timely emergency information.
Telecommunications	• Affects municipal fire departments' operations. • Disruption to paging, emergency notifications, and EOC communication.
Roads	• Critical for access to emergency scenes and evacuation routes. • Ensures public access to fire stations and municipal buildings.
Natural Gas Delivery	• Potential leaks in main lines (above/below ground). • Infrastructure/provider failure may threaten public safety and essential sectors during the 3 seasons.
Propane Storage and Delivery	• Two facilities with Risk Safety Management Plans (O. Reg. 211/01). • Leak risk, infrastructure failure, and critical supply chain impact across multiple sectors.
Emergency Operations Centres (Primary/Secondary)	• Susceptible to power/generator failure, sabotage, or environmental/health threats.
Transportation Fuels	• Fuel shortages hinder business, evacuation, and community recovery. • Impacts use of personal generators during emergencies.
Emergency Shelters	• Limited size and logistics support for prolonged operations. • Essential needs include sanitation, disinfection, and access to potable water.
Urgent Care Centre	• Requires sufficient staffing, transportation access, and utilities to maintain operations.



Legend – Relative Impact Score (1–10):

- **1–3 = Low Impact** – Limited or localized disruption; minimal effect on emergency operations or public safety.
- **4–6 = Moderate Impact** – Noticeable disruption; affects service delivery or requires adaptation of emergency protocols.
- **7–10 = High Impact** – Significant or widespread disruption directly affects public safety, emergency response, or municipal continuity.

Scores reflect professional judgment based on risk consequence analysis aligned with Ontario Regulation 378/18 and CRA risk evaluation practices.

Demographic Profile

The demographic profile considers the composition and characteristics of the population in Port Colborne, including factors such as population size and distribution, age, gender, cultural background, level of education, socio-economic status, and the presence of transient or seasonal populations. Understanding these demographics is essential for identifying high-risk groups and tailoring fire protection services accordingly.

As of the 2021 Census, Port Colborne has a permanent population of approximately 20,033 residents, with a notable seasonal influx of over 10,000 additional individuals during the summer months, primarily due to tourism and occupancy at large RV resorts such as Sherkston Shores. The community also has a high proportion of older adults, with over 5,380 residents aged 65 and over. This aging population may face mobility or cognitive challenges that increase their vulnerability during emergencies.

Port Colborne is a relatively small and culturally homogeneous community with a visible minority population of approximately 2.8%. The population also includes individuals with limited income, lower educational attainment, and some with disabilities—factors that can impact fire safety awareness and response capabilities.

To effectively reduce fire risk, fire protection services must be adapted to the needs of these groups. Public fire safety education, fire code inspections, and enforcement programs should be delivered using the most accessible and relevant communication methods. For example, fire safety campaigns targeting seniors should emphasize the importance of maintaining smoke and carbon monoxide alarms, practicing safe cooking techniques, and planning a home escape route. Outreach to seasonal residents and tourists should focus on location-specific hazards and emergency contact protocols, using signage, digital media, and local publications to deliver key messages.

Demographic insights inform the prioritization of prevention efforts and the allocation of resources. Port Colborne Fire and Emergency Services can use population distribution data to enhance the effectiveness of education and mitigation programs, ensuring they reach those most at risk and contribute meaningfully to community safety.

Worksheet 4a: Demographic Profile – Age Distribution (StatsCan 2021)

Age Group	# of People	% of Total Population
0-4	870	4.3
5-9	825	4.1
10-14	940	4.6
15-19	980	4.8
20-24	920	4.5
25-29	1085	5.4
30-34	1090	5.4
35-39	1000	4.9
40-44	1065	5.3
45-49	1105	5.5
50-54	1305	6.5
55-59	1690	8.4
60-64	1780	8.8
65-69	1540	7.6
70-74	1340	6.6
75-79	890	4.4
80-84	710	3.5
85 and over	900	4.4
Total	20,030	100.0

*Note: Seasonal population (~10,000 residents) not included in total but significantly affects demand for emergency services.

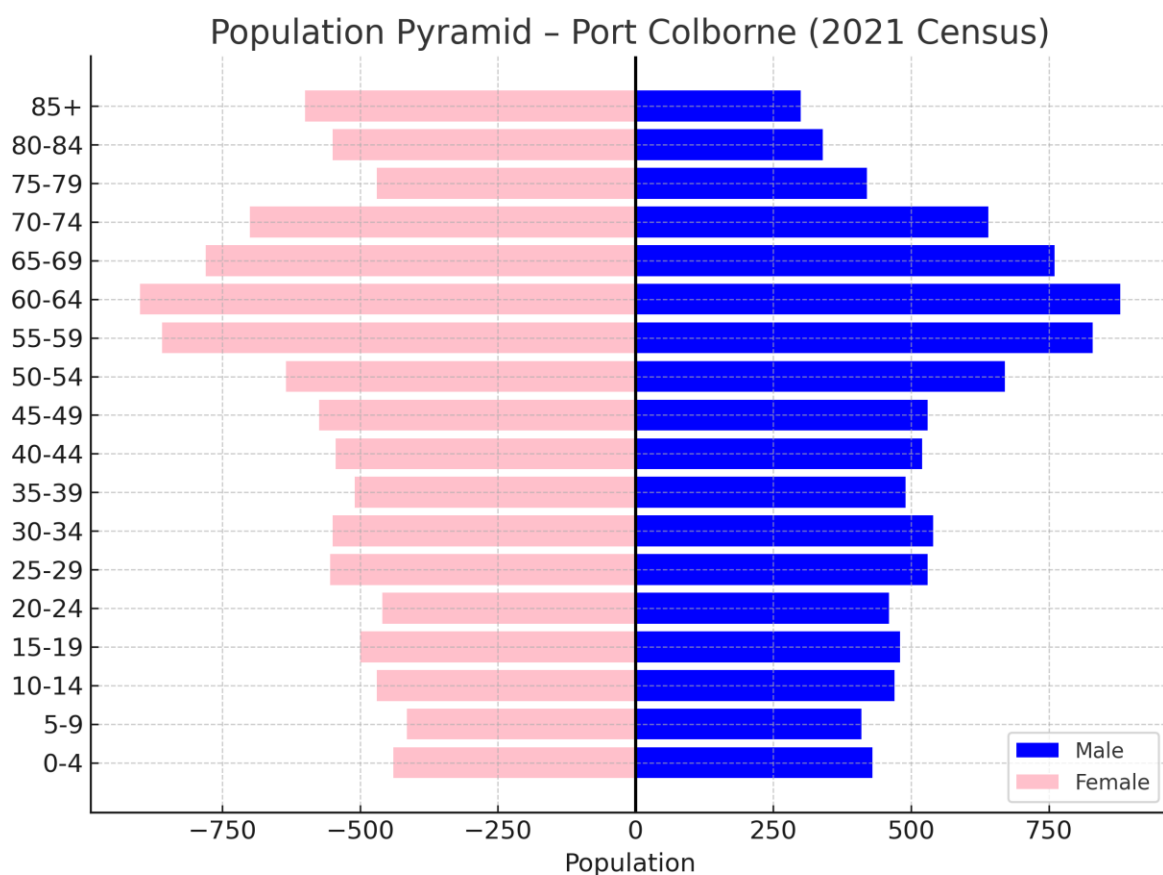
Demographic Profile – Population Distribution (StatsCan 2021)

Population Distribution by Broad Age Groups and Gender

Age Group	Total	Male	Female
0-14 years	2,635	1,355	1,280
15-64 years	12,020	5,985	6,040
65 years and over	5,380	2,380	2,995
85 years and over	900	300	600

Average and Median Age by Gender

Age Statistic	Total	Male	Female
Average Age	47.2	45.7	48.6
Median Age	50.4	48.8	52.0



Demographic Profile – Population by Ethnicity (StatsCan 2021)

Total population sampled (25% sample): 19,410

- Male: 9,525
- Female: 9,880

Table: Visible Minority Population by Group and Gender

Demographic Profile – Education, Income, and Workforce Data (StatsCan 2021)

Highest Educational Attainment (Age 15+)

Total population Sampled (25%): 16,775 (Male: 8,175 | Female: 8,600)

Education Level	Total	Male	Female
No certificate, diploma, or degree	3,180	1,595	1,585
High school diploma or equivalent	5,865	2,935	2,930
Post-secondary certificate/diploma/degree	7,730	3,640	4,090
Apprenticeship/trades certificate or diploma	1,420	1,080	340
College, CEGEP or other non-university diploma	4,105	1,640	2,470
University below bachelor's level	220	75	145
University bachelor's level or above	1,985	845	1,135
Bachelor's degree	1,490	645	845
University above bachelor level	95	30	60
Degree in medicine/dentistry/vet/optometry	25	20	5
Master's degree	330	125	200
Doctorate	45	15	25

Socio-economic Summary (StatsCan 2021 Census Data)

Income Distribution (Age 15+)

Total population (100% Sample): 16,775 (Male: 8,175 | Female: 8,605)

Income Range (2020)	Total	Male	Female
Without total income	515	255	265
With total income	16,260	7,920	8,340
Under \$10,000	1,135	435	700
\$10,000 to \$19,999	2,215	835	1,385
\$20,000 to \$29,999	2,865	1,185	1,680
\$30,000 to \$39,999	2,405	1,085	1,315
\$40,000 to \$49,999	2,070	1,050	1,015
\$50,000 to \$59,999	1,615	840	775
\$60,000 to \$69,999	1,210	695	510
\$70,000 to \$79,999	770	505	265
\$80,000 to \$89,999	550	360	190
\$90,000 to \$99,999	400	240	165
\$100,000 and over	1,035	685	350
\$100,000 to \$149,999	765	490	270
\$150,000 and over	270	195	80

Labour Force Status (Age 15+)

Total population Sampled (25%): 16,775 (Male: 8,175 | Female: 8,600)

Labour Force Status	Total	Male	Female
In the labour force	9,100	4,760	4,345
Employed	7,945	4,250	3,695
Unemployed	1,160	510	650
Not in the labour force	7,675	3,410	4,265
Participation rate (%)	54.2	58.2	50.5
Employment rate (%)	47.4	52.0	43.0
Unemployment rate (%)	12.7	10.7	15.0

Demographic Profile – Home Ownership (StatsCan 2021)

Total private households by tenure (25% sample): 8,710

Housing Tenure Type	# of Households
Owner	6,335
Renter	2,380
Condominium	130

Considerations for Identifying Demographic Fire Safety Risks

To effectively identify high-risk populations and tailor fire safety strategies, consider the following:

1. **Age Distribution:**
Are there specific age groups that represent a significant portion of the population (e.g., seniors, children)? If so, which groups and how might their age affect fire risk and emergency response needs?
2. **Cultural and Language Diversity:**
Are there individuals or groups whose cultural background, language, or practices may influence their understanding of or response to fire safety information? Who are these groups?
3. **Transient or Seasonal Populations:**
Does the community include populations that are temporary or seasonal (e.g., students, migrant workers, tourists)? If so, who are they, and what unique fire safety challenges do they present?
4. **Socio-Economic Vulnerabilities:**
Are there socio-economic factors—such as low income, unemployment, or housing insecurity—that may increase fire risk or reduce the capacity to respond to fire emergencies? Which groups are affected?
5. **Individuals with Disabilities:**
Are there individuals within the community who live with physical, cognitive, or developmental disabilities and who may be supported by community service agencies? If so, who are they, and how might their needs influence emergency planning and response?

Demographic Profile

Use the answers to the questions above to list the identified demographic groups in the first column of the worksheet below.

Worksheet 4b: Demographic Profile – High-Risk Population Group Tables

Seniors (Aged 65+)

Demographic Group	Fire Safety Issues and Concerns
Seniors (Aged 65+)	• Comprises 27% of the population. • Mobility and cognitive limitations may delay evacuation. • High reliance on in-home medical equipment (oxygen, power-dependent devices). • Ongoing need for targeted education on smoke/CO alarms and home escape planning. • 12-Vulnerable Occupancies that have been inspected and are in compliance with O/Reg 363/13

Seasonal Residents and Tourists

Demographic Group	Fire Safety Issues and Concerns
Seasonal Residents and Tourists	• Estimated 10,000 seasonal residents plus 5,000 on long weekends. • Unfamiliarity with local emergency services and fire safety regulations. • Clustered in areas with limited access (resorts, trailer parks). • Need for targeted fire prevention signage, static messaging, and seasonal outreach. • There are two seasonal resorts (Pleasant Beach - 102 sites and Sherkston Shores – 1935 sites. Sherkston Shores accommodates up to ten people per site, with a maximum of 19,350 occupants on site on any given day.

Low-Income Households

Demographic Group	Fire Safety Issues and Concerns
Low-Income Households	• Greater financial strain limits the ability to maintain fire safety equipment. • Higher likelihood of unsafe heating/cooking practices or older infrastructure. • Reduced resilience after fire-related displacement or loss. • Need for subsidized smoke/CO alarms and proactive inspections.

Youth and Children

Demographic Group	Fire Safety Issues and Concerns
Youth and Children	• Depend on adults for evacuation and response in emergencies. • Require age-specific fire safety education. • High exposure potential through schools and recreational programs. • Key focus for home fire escape planning and alarm awareness.

Newcomers and Visible Minorities

Demographic Group	Fire Safety Issues and Concerns
Newcomers and Visible Minorities	• Language barriers can limit understanding of emergency communications. • May not be familiar with Canadian fire safety codes or practices. • Culturally appropriate and translated education materials are needed. • Opportunities for integration via community organizations.

People with Disabilities (Physical or Cognitive)

Demographic Group	Fire Safety Issues and Concerns
People with Disabilities (Physical or Cognitive)	• Face evacuation delays without personal assistance or specialized plans. • Require accessible smoke alarm technology (e.g., visual and vibratory cues). • Partnered with community support organizations to develop effective strategies. • Customized education for caregivers and agencies serving these groups.

Note:

The information presented in the *Demographic Profile Risks* table should be considered in conjunction with all other risk profiles within this Community Risk Assessment. It is not intended

to stand alone. When reviewed alongside Worksheets 1 through 9, Worksheet 10 enables fire departments to holistically evaluate risks and determine the appropriate type and level of fire protection services for their municipality or community. Integrated risk analysis ensures that demographic vulnerabilities are effectively addressed through fire prevention, public education, and emergency response planning.

Hazard Profile

The hazard profile identifies the range of risks that may impact the City of Port Colborne, including natural, human-caused, and technological hazards. These threats may include structural fires, hazardous material spills, flooding, freezing rain, snowstorms, high winds, extreme temperatures, transportation incidents (such as air, rail, or road), cyberattacks, utility disruptions, and public health emergencies. Each of these hazards can pose a significant threat to public safety, property, and municipal operations.

In Port Colborne, common hazards include structural fires, medical emergencies, and hazardous materials incidents—particularly given the city's industrial operations and proximity to critical transportation corridors such as Highway 3, Canadian Pacific Railway lines, and the Welland Canal. These corridors are key routes for the movement of dangerous goods, which increases the risk of spills and transportation-related emergencies.

Weather-related events are also a concern, particularly given the city's location along the Lake Erie shoreline. Seasonal flooding, severe thunderstorms, lake-effect snow, and ice storms are recurring challenges that may require emergency response and prolonged recovery efforts. Additionally, the city's industrial infrastructure and utility networks present ongoing risks related to energy supply disruptions and technological failure.

The Port Colborne Fire and Emergency Services must be prepared to respond to these hazards through coordinated emergency response plans, specialized training, mutual aid agreements, and ongoing community risk reduction initiatives. Identifying and understanding these risks is essential for developing mitigation strategies and ensuring the safety and resilience of the community.

Worksheet 5: Hazard Profile

Identified Hazard	Probability	Consequence	Assigned Risk Level
Structure conflagration	Unlikely	Major	Moderate
Large fire	Possible	Major	Moderate
Shipboard fire/rescue	Possible	Moderate	Moderate
Bridge Failure (Canal)	Possible	Moderate	Moderate
Hazmat incident	Possible	Major	Moderate
Plane crash	Rare	Major	Moderate
Motor vehicle collisions	Likely	Moderate	Moderate
High-Pressure Pipeline Failure	Possible	Moderate	Moderate
Transportation incident MCI	Possible	Major	Moderate

Special event – large crowds	Unlikely	Major	Moderate
Utility disruption	Likely	Moderate	Moderate
Critical infrastructure failure	Likely	Moderate	Moderate
Cyber attack/IT failure	Likely	Major	Moderate
High-angle rescue	Unlikely	Moderate	Moderate
Trench rescue	Unlikely	Moderate	Moderate
Ice storm*	Likely	Major	Moderate
Severe thunderstorm*	Likely	Major	Moderate
Extreme temperatures*	Likely	Major	Moderate
Snow/blizzard*	Likely	Major	Moderate
Severe wind/tornado/straight-line winds*	Likely	Major	Moderate
Flood*	Possible	Moderate	Moderate
Drought*	Possible	Moderate	Moderate
Well water issues	Possible	Moderate	Moderate
Earthquake	Unlikely	Moderate	Moderate
Infectious/communicable disease – Human	Likely	Major	Moderate
Infectious/communicable disease – Animal	Likely	Major	Moderate

* Denotes potentially changing risks associated with climate change.

Note: The information on this worksheet should be considered in conjunction with all other worksheets and not in isolation. Worksheet 10 enables fire departments to consider all the information from all worksheets together to inform decisions about the provision of fire protection services in their municipality or community.

Public Safety Response Profile

The public safety response profile examines the roles of all emergency service providers operating within the community, including fire, police, emergency medical services (EMS), and specialized rescue teams. Understanding the capabilities and limitations of these agencies is essential for prioritizing community risks and determining the appropriate level and scope of fire protection services.

In Port Colborne, Fire & Emergency Services operates out of a single station and does not currently hold Tanker Shuttle Accreditation, which limits its ability to provide certified fire suppression in rural areas without municipal hydrants. The Niagara Regional Police Service delivers police services, while emergency medical response is coordinated through Niagara EMS.

These agencies often collaborate during multi-disciplinary incidents such as motor vehicle collisions, hazardous materials events, and large-scale emergencies. However, challenges persist—particularly in maintaining consistent volunteer firefighter recruitment, ensuring adequate

training, and sustaining optimal response times in remote or geographically complex areas of the city.

The availability and coordination of external response partners—such as mutual aid fire departments and provincial emergency response teams—are also considered when evaluating local risk and determining fire service levels. This integrated approach ensures that Port Colborne's emergency services are aligned with community needs and capable of managing a wide range of public safety incidents.

Worksheet 6: Public Safety Response Profile

Public Safety Response Agency	Incident Response	Lead Role	Issues/Concerns
Fire Department	Fires, MVCs, Rescues, Medicals, HazMat, Public Education	Suppress fires, perform rescues, Initial patient care, Property conservation, Fire origin investigation	Recruitment/retention, Daytime staffing, Fire Attack Team capability
Niagara Regional and Ontario Provincial Police	Collisions, Fires, Crime scenes	Scene control, Primary/initial investigation	Staffing for major incidents
Niagara Region Paramedic Services	Medicals, MVCs, Fires	Primary medical care provider	Staffing for major incidents, Hospital offload delays
Neighbouring Fire Departments	Automatic/mutual aid, Technical rescues, HazMat	Emergency response, Fill-in, Standby, Technical Response	Daytime response capability
HUSAR/CBRNE Teams	Fire investigations, Vulnerable occupancy incidents, HUSAR/CBRNE responses	Lead fire investigation agency (with police), CBRNE/HUSAR coordination	Lengthy response times, staffing for extended operations

Note: The information on this worksheet should be considered in conjunction with all other worksheets and not in isolation. Worksheet 10 enables fire departments to consider all the information across all worksheets when making decisions about the provision of fire protection services in their municipality or community.

Community Services Profile

The community services profile identifies local agencies, organizations, and associations that support the fire department in delivering public fire safety education, conducting fire code inspections and enforcement, and enhancing emergency response capabilities. These partnerships may involve the provision of training venues, financial or in-kind support, access to high-risk groups, or temporary shelter for residents displaced by emergencies.

In Port Colborne, community services include healthcare, education, recreation, and social support. Notable assets include the Vale Health & Wellness Centre, which offers fitness and community facilities, as well as local schools operated by the District School Board of Niagara, the Niagara Catholic District School Board and the French Catholic School Board. These institutions often serve as points of contact for fire safety education programs and public outreach.

While the city has essential services in place, it has limited emergency shelter capacity and support services for vulnerable sectors, highlighting the need for planning enhancements to accommodate residents during large-scale or prolonged emergencies. Strengthening collaboration with organizations such as the Canadian Red Cross and other non-governmental partners is vital to improving overall emergency preparedness and ensuring continuity of care during crisis situations.

Worksheet 7– Community Services Profile

Community Service Agency	Types of Assistance Offered	Issues/Concerns
Canadian Red Cross	Lodging, clothing, food, hygiene care and personal assistance Family reunification Child services Preparedness and training	A 2-hour warning notice is required.

Note: The information on this worksheet should be considered in conjunction with all other worksheets and not in isolation. Worksheet 10 enables the fire department to consider all the information across all worksheets to make informed decisions about the provision of fire protection services in their municipality or community.

Economic Profile

The economic profile evaluates the key sectors that support the community's financial well-being and determines the level and type of fire protection services required. When evaluating community risk, it is crucial to consider the potential impact of fires and other emergencies on major economic drivers, particularly those that support employment, infrastructure, and regional trade.

Port Colborne's economy is diverse and multifaceted, with primary reliance on shipping, manufacturing, agriculture, and tourism. Industrial operations near the Welland Canal and waterfront—including marine terminals and fabrication facilities—play a crucial role in the city's integration into the Great Lakes-St. Lawrence system. Lawrence Seaway trade route. Any disruption to these facilities could result in significant economic and environmental consequences.

Tourism also makes a substantial contribution to the local economy, particularly during the summer months. High-traffic events and locations such as Sherkston Shores Resort, Nickel Beach, and the Canal Days Marine Heritage Festival attract thousands of visitors and require enhanced emergency preparedness, including crowd management, fire prevention, and coordinated response planning.

Given the economic dependence on these sectors, extended disruptions due to fire, hazardous materials incidents, or infrastructure failure could have wide-reaching impacts on businesses, employment, and municipal revenues. The fire department must consider these risks when

developing fire protection strategies and allocating resources to ensure economic resilience and business continuity.

Worksheet 8 –Economic Profile Risks

Identified Occupancy	Key Risk	Probability	Consequence	Assigned Risk Level
Shopping Plaza	Fire	Unlikely	Moderate	Moderate
Shopping Plaza	Weather event	Likely	Minor	Moderate
Shopping Plaza	Power failure	Likely	Minor	Moderate
Shopping Plaza	Telecommunications/IT failure	Likely	Minor	Moderate
Financial Institutions	Fire	Unlikely	Moderate	Moderate
Financial Institutions	Weather event	Likely	Minor	Moderate
Financial Institutions	Power failure	Likely	Minor	Moderate
Financial Institutions	Telecommunications/IT failure	Likely	Minor	Moderate
Restaurants	Fire	Unlikely	Moderate	Moderate
Restaurants	Weather event	Likely	Minor	Moderate
Restaurants	Power failure	Likely	Minor	Moderate
Restaurants	Telecommunications/IT failure	Likely	Minor	Moderate
Gas stations	Fire	Unlikely	Moderate	Moderate
Gas stations	Telecommunications/IT failure	Likely	Minor	Moderate
Gas stations	Out of fuel	Unlikely	Major	Moderate
Grocery stores	Power Failure/fuel disruption	Likely	Moderate	Moderate
Grocery stores	Telecommunications/IT failure	Likely	Minor	Moderate
Local business	Fire	Unlikely	Moderate	Moderate
Local business	Weather event	Likely	Moderate	Moderate
Local business	Power failure	Likely	Moderate	Moderate
Local business	Telecommunications/IT failure	Likely	Minor	Moderate
Seasonal Resorts	Weather Event	Likely	Moderate	Moderate
Seasonal Resorts	Flooding	Likely	Moderate	Moderate
Seasonal Resorts	Power failure	Likely	Moderate	Moderate
Municipal ops	Weather event	Likely	Moderate	Moderate

Municipal ops	Power failure	Likely	Moderate	Moderate
Municipal ops	Telecommunications/IT failure	Likely	Moderate	Moderate
Municipal ops	Flooding	Possible	Moderate	Moderate
Municipal ops	Fire	Unlikely	Major	Moderate
Municipal ops	IT failure/attack	Likely	Moderate	Moderate
Municipal ops	Seasonal reception centre – tourists	Possible	Moderate	Moderate
Municipal ops	Road closures – storms	Likely	Moderate	Moderate
Schools	Fire	Unlikely	Major	Moderate
Schools	Weather event	Likely	Moderate	Moderate
Schools	Power failure	Likely	Moderate	Moderate
Wide area municipal	Hazmat/TDG	Unlikely	Major	Moderate

Note 1: The information on this worksheet should be considered in conjunction with all other worksheets and not in isolation. Worksheet 10 enables fire departments to consider all the information from all worksheets together to inform decisions about the provision of fire protection services in their municipality or community.

Note 2: Post-incident recovery cannot commence until utilities and telecommunications are re-established, financial institutions are open, fuel is available at gas stations, and grocery stores are open and restocked.

Past Loss and Event History Profile

The past loss and event history profile examines previous emergency response data to identify trends in fire causes, civilian and firefighter injuries or fatalities, and property loss across various occupancy types. This analysis helps pinpoint high-risk buildings, vulnerable populations, and areas requiring targeted fire prevention and education efforts.

In Port Colborne, historical data reflects a consistent mix of structural fires, vehicle collisions, and false alarms. Notably, several industrial incidents and hazardous materials responses have occurred in proximity to the port facilities and transportation corridors, underscoring the heightened risk in those zones. Older residential neighbourhoods have also demonstrated a recurring pattern of fire-related losses, often linked to aging infrastructure, outdated alarm systems, or inadequate fire separations.

Where quantitative data is limited, local knowledge from fire personnel and community stakeholders remains an essential tool for risk assessment. Additionally, provincial fire loss statistics can provide further insight into trends observed in similar communities.

The patterns identified in Port Colborne support the need for focused fire prevention strategies in legacy residential areas and industrial zones, alongside continued investment in public education, code enforcement, and pre-incident planning to mitigate future loss and improve community safety outcomes.

Worksheet 9a: Past Loss and Event History Profile

OBC classification, Annual (structure fire) response history

OBC Classification / Occupancy	2019	2020	2021	2022	2023	Total
Class A		1		2		3
Class B		1	2			3
Class C Single-family residence	9	15	20	10	11	65
Class C Multi-res.						
Class C Motel						
Class C Mobile home						
Class C Other – Cottages remote/island						
Class D & E	1	1	2			4
Class F	1	1	1	3	3	9
Unclassified Farm			1			1

Note: The information on this worksheet should be considered in conjunction with all other worksheets and not in isolation. Worksheet 10 enables the fire department to consider all the information across all worksheets to make informed decisions about the provision of fire protection services in their municipality or community.

Past Loss and Event History Profile

Based on the past loss and event history data from the CRA documents, here is the list of causes for Class C – Single-Family Residential Occupancies, including their probability, consequence, and assigned risk levels:

Cause	Probability	Consequence	Assigned Risk Level
Electrical failure	Likely	Major	Moderate
Mechanical failure	Likely	Major	Moderate
Lack of routine maintenance	Likely	Moderate	Moderate
Intentional (arson or mischief)	Unlikely	Minor	Low
Misuse of ignition sources	Unlikely	Minor	Low
Improper discard of ignition materials	Unlikely	Minor	Low

Worksheet 9b: Past Loss and Event History

Worksheet 9b expands on the data presented in Worksheet 9a by listing specific causes of structure fires in high-risk occupancies. Group C – single-family residential occupancies – has been selected for analysis due to the significant number of incidents compared to all other building classifications.

Occupancy Type	Cause	Probability	Consequence	Assigned Risk Level
Group C – Residential	Electrical Failure	Likely	Major	Moderate
Group C – Residential	Mechanical Failure	Likely	Major	Moderate
Group C – Residential	Routine Maintenance	Likely	Moderate	Moderate
Group C – Residential	Other Intentional	Unlikely	Minor	Low
Group C – Residential	Misuse of Ignition Sources	Unlikely	Minor	Low
Group C – Residential	Improper Discard/Handling of Ignition Source	Unlikely	Minor	Low

Note: The information on Worksheet 9b should be considered in conjunction with all other worksheets and not in isolation. Worksheet 10 allows fire departments to consider all of the information across all worksheets to make informed decisions regarding the provision of fire protection services in their municipality or community.

Setting the Type and Level of Fire Protection Services

Determining the appropriate type and level of fire protection services requires a balanced consideration of the Three Lines of Defence, which form the foundation of public fire protection in Ontario:

1. **Public Fire Safety Education**
2. **Fire Code Enforcement**
3. **Emergency Response**

These lines of defence work together to reduce both the probability and the consequence of fire-related incidents. A strong emphasis on public education and code enforcement can significantly decrease the number and severity of emergency responses required. As such, fire departments are encouraged to proactively invest in prevention and risk reduction strategies before relying solely on emergency intervention.

Once the preferred treatment options for identified risks are established—whether to avoid, mitigate, accept, or transfer the risk—the fire department can develop and implement corresponding activities. These may include inspection schedules, educational campaigns, pre-incident planning, or operational enhancements.

When setting service levels, the department must also assess its current capabilities, including:

- Available staffing (career, volunteer, or composite)
- Access to training and professional development
- Adequacy of equipment and apparatus
- Response time coverage in urban and rural areas
- Legal authority and inter-agency agreements (e.g., mutual aid)

By aligning resources with the identified community risks and treatment strategies, Port Colborne Fire & Emergency Services can ensure that fire protection services are evidence-informed, legally compliant, and strategically targeted to safeguard residents, properties, and local infrastructure.

Risk Treatment Options

Once risk levels have been assessed and assigned, the fire department can determine the most appropriate strategies to manage each risk. These strategies may involve prevention, mitigation, acceptance, or delegation, depending on the nature of the risk and the department's operational capacity.

The four primary options for treating identified risks are:

1. ***Avoid the Risk***
2. ***Mitigate the Risk***
3. ***Accept the Risk***
4. ***Transfer the Risk***

5. ***Avoid the Risk***

Avoiding risk involves implementing proactive measures and programs designed to prevent incidents from occurring. This often includes public fire safety education that encourages safe behaviours and promotes awareness of fire hazards. It also involves rigorous fire code inspections and enforcement to ensure compliance with the Ontario Fire Code, thereby eliminating hazards before they manifest into emergencies.

Example:

Delivering targeted fire prevention campaigns to discourage unsafe cooking practices or implementing strict fire code enforcement in high-risk occupancies to prevent ignition scenarios.

2. ***Mitigate the Risk***

Risk mitigation seeks to reduce both the likelihood and potential impact of an incident. This can be achieved through programs that improve compliance with fire safety regulations and through pre-incident planning. Pre-planning allows suppression personnel to become familiar with high-risk buildings, including their construction features, contents, and fire protection systems. This knowledge supports more effective inspections and facilitates faster and safer emergency responses.

Example:

Establishing a schedule for regular inspections of commercial buildings or creating pre-incident plans for key facilities in the community.

6. Accept the Risk

In certain cases, the fire department may choose to accept a risk—acknowledging that while the risk exists, specific mitigation or avoidance strategies will not be implemented. Instead, the department will rely on its emergency response capacity to manage the consequences of an incident that may occur. This option is generally applied when prevention or mitigation is not feasible or when the risk cannot be reasonably reduced.

Example:

Motor vehicle collisions, extreme weather events, and medical emergencies often fall into this category. While the fire department cannot prevent these events, an effective emergency response capability is essential.

When accepting risk, departments must ensure they have adequate resources, equipment, and personnel to respond safely and effectively.

7. Transfer the Risk

Risk transfer involves assigning the responsibility for managing certain risks to another organization or agency. This may include contracting out specific services such as fire safety education, fire code enforcement, or emergency response activities. This approach may be appropriate in areas where the fire department lacks the expertise or capacity to manage specific risks internally.

Example:

Engaging a neighbouring municipality through mutual aid agreements for hazardous materials response or specialized technical rescues.

Operational Integration

Each selected treatment option should be reflected in the department's operational policies and standard operating guidelines. This includes establishing clear goals, allocating appropriate resources, defining staff training needs, and identifying the required equipment and programs. These elements should align with the three lines of defence in fire protection: public education, fire prevention and enforcement, and emergency response.

The preferred treatment approach for each top risk should be documented in Worksheet 10: Identifying Treatment Options for the Top Risks in the Community (see Appendix A).

Findings & Risk Prioritization

Based on the evaluation of each community risk profile and supporting data, the following findings and priorities have been identified. This section presents recommendations categorized by each of the nine legislated profiles. These strategic actions aim to mitigate risk, enhance response capacity, and inform future planning decisions.

Geographic Profile

- Conduct regular reviews of response routes, particularly in rural and canal-adjacent areas, to ensure optimal response times and efficiency.
- Evaluate potential flood zones for emergency access constraints.
- Expand GIS use to track spatial trends in incidents.

Building Stock Profile

- Implement targeted fire inspections for legacy residential and industrial properties.
- Develop a building classification risk index to inform code enforcement priorities and inform code enforcement priorities.
- Promote fire safety retrofits in older multi-unit buildings.

Critical Infrastructure Profile

- Coordinate emergency response plans with utility providers and rail operators.
- Conduct tabletop exercises simulating infrastructure failure.
- Integrate critical infrastructure sites into pre-incident planning tools and procedures to ensure effective response and recovery.

Demographic Profile

- Enhance fire safety outreach to seniors and residents with mobility challenges.
- Develop public education campaigns tailored to seasonal populations.
- Assess shelter-in-place and evacuation needs for vulnerable groups.

Hazard Profile

- Continue pre-incident planning and training for industrial and transportation-based hazards.
- Expand weather-specific readiness protocols.
- Maintain close coordination with hazardous materials and environmental response agencies to ensure effective response to incidents involving hazardous materials.

Public Safety Response Profile

- Monitor and improve response times by adjusting staffing, technology, and resources.
- Enhance recruitment and retention of volunteer firefighters.
- Invest in specialized training aligned with emerging risks.

Community Services Profile

- Identify additional emergency shelter sites.
- Strengthen collaboration with community health and social service providers.
- Review continuity plans for educational and recreation facilities.

Economic Profile

- Collaborate with key economic stakeholders to develop business continuity plans.
- Ensure fire safety planning for large-scale tourism events and industrial areas.
- Factor economic impact assessments into long-term planning and management of the fire service.

Past Loss and Event History Profile

- Utilize incident trends to identify high-risk areas and target them with preventive and educational programs.
- Update pre-incident response plans based on historical data and trends.
- Review false alarm reduction strategies and enforcement mechanisms.

Worksheet 10: Treatment Options for Top Risks

This worksheet outlines treatment options for the top risks identified across all mandatory community profiles as defined by Ontario Regulation 378/18. These options were developed to support fire departments and municipal decision-makers in implementing prevention, mitigation, and response strategies tailored to local needs and circumstances.

Mandatory Profile	Top Risk or Issues/Concerns	Preferred Treatment Option
Geographic Profile	Water – subject to seasonal flooding	Accept: Port Colborne Fire Services has the appropriate training, response procedures, and Standard Operating Guidelines (SOGs) to address this risk.
Geographic Profile	Water impacts training and equipment.	Avoid and mitigate: Port Colborne Fire Services has the necessary equipment, continuous training, and Standard Operating Guidelines (SOGs) to address risks.
Geographic Profile	Water – impacts response and travel time.	Accept: Port Colborne Fire has the appropriate training, communications, response procedures, and Standard Operating Guidelines (SOGs) to address this risk. Rely on external agencies for offshore rescues or fires.
Geographic Profile	Road network including Hwy.s 3 & 140	Accept: Port Colborne Fire Services has the necessary fire protection agreements, training, communications, response procedures, and Standard Operating Guidelines (SOGs) to address this risk.
Geographic Profile	Private roads	Accept: Port Colborne Fire Services has the appropriate training, communications, response procedures, and Standard Operating Guidelines (SOGs) to address this risk. (Private road owners/users must be aware of access limitations.)
Geographic Profile	Private Campgrounds	Avoid and mitigate: Port Colborne Fire Services promotes its Burning By-law and implements burn bans when necessary.

Geographic Profile	Bridges	Accept: Port Colborne Fire Services has the appropriate training, communications, response procedures, and Standard Operating Guidelines (SOGs). Alternate routes are available.
Geographic Profile	Welland Canal	Accept: Port Colborne Fire has the appropriate training, communications, response procedures, and Standard Operating Guidelines (SOGs) to address this risk.
Building Stock Profile	Fire (heating appliances, chimneys, construction)	Avoid and mitigate: Public education on appliance maintenance and sound construction practices.
Building Stock Profile	Fire (commercial, industrial, mercantile)	Avoid and mitigate: Conduct inspections every two years and provide public fire safety education.
Building Stock Profile	Legacy buildings	Avoid and mitigate: Conduct annual inspections and provide education opportunities to building owners.
Building Stock Profile	Large structure fire (economic loss)	Avoid and mitigate: Conduct annual inspections and provide education to owners and staff of large employers to ensure compliance with relevant regulations.
Building Stock Profile	Lightweight construction	Avoid and mitigate: Ongoing training in fire growth and risk assessment before entry for search and rescue.
Building Stock Profile	OBC Group C – Single-family occupancies	Avoid and mitigate: Continued delivery of smoke alarm, CO alarm and fire escape education.
Critical Infrastructure Profile	Electricity	Accept: Promote the use of backup generators and safe practices during outages.
Critical Infrastructure Profile	Natural gas	Accept: Collaborate with utility providers to ensure prompt repairs and timely public information.
Critical Infrastructure Profile	Propane	Accept: Coordinate with propane distributors to ensure a rapid return of service and effective communication with the public.
Critical Infrastructure Profile	IT/Telecommunications	Accept: Ensure service continuity with backup power and redundant systems.
Demographic Profile	Seniors	Avoid and mitigate: Provide education at community events and through multiple channels, including building managers and the real estate sector.

Demographic Profile	Youth	Avoid and mitigate: Offer education through youth organizations, focusing on alarm awareness, extinguisher use, and escape planning.
Demographic Profile	Seasonal residents and tourists	Avoid and mitigate: Use aggressive public education campaigns about alarms, escape planning, and fire extinguishers.
Hazard Profile	Fire	Avoid and mitigate: Promote public understanding of the three lines of defence and emphasize the value of public education programming.
Public Safety Response Profile	Mutual-aid fire departments	Avoid and mitigate: Identify technical rescue limitations in the Establishing and Regulating By-law.
Public Safety Response Profile	Firefighter training gaps	Avoid and mitigate: Ensure all firefighters receive annual live fire training.
Economic Profile	Electricity	Accept: Promote business continuity planning and residential generator safety.
Economic Profile	Fires	Accept: Recognize potential economic impacts and maintain public awareness and protection policies.
Past Loss and Event History Profile	Fires	Avoid and mitigate: Education on cooking safety, housekeeping, appliance maintenance and flue cleaning.

Note: The information in this worksheet should be considered in conjunction with all previous worksheets. It is intended to assist fire departments and municipalities in identifying treatment options aligned with local risk conditions. These options will help guide planning and decision-making in the development of the Community Risk Reduction Plan.

Overall Risk Evaluation Summary

Worksheet 10 summarizes the overall evaluation of community risk by integrating findings from all previous worksheets. It provides a snapshot of the most significant risks identified across geographic, demographic, hazard, and emergency response profiles. The fire department can utilize this summary to inform decisions regarding resource allocation, public education, fire prevention, and response capabilities.

Risk Category	Identified Risk	Assigned Risk Level	Recommended Treatment Options
Geographic	Restricted access across the canal and seasonal flood risk	Moderate	Maintain pre-plans, utilize POCOMAR and partner agencies

Building Stock	A high volume of aging residential buildings lacking modern alarms	Moderate	Targeted inspections and public education outreach
Demographic	Large senior population with mobility issues	Moderate	Customized education, support evacuation planning
Hazard	Structure fires, severe weather, and HazMat incidents	Moderate	Ongoing training and mutual aid planning
Public Safety Response	Daytime staffing and fire attack team capability	Moderate	Review staffing model, maintain mutual aid agreements
Community Services	Delayed Red Cross response capability	Moderate	Pre-identify reception centres and logistics plans
Economic	Retail, municipal ops, and utility disruption risks	Moderate	Support continuity planning and infrastructure assessments
Past Loss History	Electrical and mechanical failures in residences	Moderate	Increase awareness and inspection programs

Port Colborne Marine Auxiliary Rescue.

It is a volunteer-based marine rescue organization operating on Lake Erie, primarily serving the Port Colborne area. POCOMAR assists with shoreline and offshore water rescues, often in coordination with agencies like the Canadian Coast Guard, Niagara Regional Police, and Niagara EMS. They play a critical role in marine emergency response, especially during the busy boating and tourism season when the population near the waterfront significantly increases.

Strategic Recommendations

The following strategic recommendations have been developed through the Community Risk Assessment (CRA) process. They are designed to ensure that the City of Port Colborne maintains legislative compliance, strengthens operational effectiveness, and fosters continuous improvement in fire risk management:

- Conduct and document annual CRA reviews in accordance with Ontario Regulation 378/18, ensuring the assessment remains current and reflective of community conditions.
- Integrate CRA findings into future updates of the Fire Master Plan, guiding long-term planning, resource allocation, and service level decisions.
- Expand the use of GIS mapping and data analytics to improve spatial risk awareness, response coverage analysis, and informed decision-making.
- Implement targeted public education campaigns, particularly those addressing seasonal risks and vulnerable populations, to reduce preventable incidents.
- Enhance mutual aid agreements and inter-agency coordination to better prepare for high-impact events, including large-scale emergencies and technical rescues.

Review of the Community Risk Assessment

In compliance with Ontario Regulation 378/18, the City of Port Colborne is required to complete a new Community Risk Assessment at least every five years. Additionally, the regulation mandates that the fire department conduct an annual review of the CRA to verify that it accurately reflects current fire and emergency risks within the municipality.

The goal of each annual review is to identify any changes across the nine mandatory community profiles—including shifts in demographics, infrastructure, hazards, or service capabilities—that may affect risk levels or warrant adjustments to fire protection services.

To ensure transparency and compliance, the fire department must maintain documentation of each review. This documentation should include:

Are there any changes to the nine legislated risk profiles?

Adjustments to risk-level assignments or fire protection service delivery.

Any other relevant observations or data that could influence fire protection planning.

If no significant changes are identified during a given year, a formal review and reaffirmation of the existing CRA is sufficient to meet regulatory requirements.

This systematic review process ensures that fire protection services in Port Colborne remain data-driven, responsive to evolving risks, and aligned with community needs, reinforcing both public safety and regulatory accountability.

Annual Review of the Community Risk Assessment

This worksheet is used to document the results of the annual review of the Community Risk Assessment (CRA). It includes space to record profile changes, the preferred treatment option, and Clerk/CAO sign-off or reporting to Council. Annual reviews ensure the CRA remains current and reflective of community risks and response capabilities.

Year / Profile Type	Changes	Preferred Treatment Option	Clerk/CAO Sign-off or Report to Council
2026 Profile type			
2027 Profile type			
2028 Profile type			
2029 Profile type			
2030 – REMINDER: Community Risk Assessment Must Be Completed by Year's End Profile type			

Conclusion

The City of Port Colborne Fire Department continues to provide effective emergency response services that meet the needs and expectations of its community. No formal complaints from residents regarding fire protection delivery have been recorded in over two decades, and the Office of the Fire Marshal has not identified any deficiencies in the city's provision of fire services. These facts underscore a strong operational foundation upon which the city can continue to build.

However, as community expectations evolve, so too must the strategies used to meet them. The results of this Community Risk Assessment (CRA) highlight the importance of expanding public education initiatives and strengthening fire code inspection and enforcement activities. These proactive measures represent the first and second lines of defence and are essential to preventing fire-related incidents and minimizing risk to life and property.

The CRA, prepared in accordance with Ontario Regulation 378/18 and aligned with the Office of the Fire Marshal's guidelines, serves as a critical tool for evidence-based decision-making. It identifies current and emerging risks using nine legislated community profiles and offers treatment strategies based on likelihood and consequence. These findings form the basis for prioritized actions and long-term planning.

The Fire Master Plan (FMP), which accompanies this CRA, provides detailed recommendations to address the identified risks and challenges. It outlines the resources, training, equipment, and staffing needs required to meet future service expectations. Together, the CRA and FMP will guide the City of Port Colborne in determining appropriate levels of fire protection service, developing strategic goals and objectives, and ensuring operational policies are aligned with modern risk realities.

To remain effective, this CRA must be reviewed annually and updated every five years or sooner if significant community changes occur. The risks and recommended treatment options identified herein are dynamic and must be continually reassessed. All CRA-identified risks are addressed in the Fire Master Plan through specific action items aligned with the three lines of defence: public education, fire code enforcement, and emergency response.

By integrating the findings of this CRA into ongoing municipal planning, the City of Port Colborne will ensure that its fire protection services remain responsive, efficient, and resilient—now and in the future.

End of Report.

GIS Maps and Risk Distribution Visuals

The CRA incorporated GIS mapping to assess spatial patterns of fire risk, response coverage, and infrastructure distribution. Visuals from this analysis are provided to assist in interpreting risk distribution across the City of Port Colborne.

References:

Government of Ontario, [TG-02-2019 Community Risk Assessment Guideline | Ministry of the Solicitor General \(gov.on.ca\)](#)

Government of Ontario, [Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4](#)

Government of Ontario, [Ontario Regulation 378/18: Community Risk Assessments](#), May 2018

Government of Ontario [O. Reg. 364/13: MANDATORY INSPECTION - FIRE DRILL IN VULNERABLE OCCUPANCY \(ontario.ca\)](#)

National Fire Protection Association, [NFPA 1300, Standard on Community Risk Assessment and Community Risk Reduction Plan Development](#), Proposed Second Draft, January 14, 2019

Port Colborne Fire Department Establishing and Regulating By-law

[By-law No. 6745/109/19](#)



Subject: Nickel Beach Lease Agreement - Amendment

To: Council

From: Recreation and Tourism Department

Report Number: 2025-200

Meeting Date: October 28, 2025

Recommendation:

That Recreation and Tourism Department Report 2025-200 be received; and

That Council approve the lease amending agreement attached as Appendix A to Recreation and Tourism Department Report 2025-200, between the City of Port Colborne and Vale Canada Limited for the purposes of removing a small portion of land from the premises at Nickel Beach along Reuter Road; and

That a by-law to enter into a lease amending agreement with Vale Canada Limited be brought forward.

Purpose:

This report provides Council with the lease amending agreement between Vale Canada Limited (landlord) and the City of Port Colborne (tenant) to exclude lands identified as Part 1 on the sketch prepared for severance seen in Appendix A.

Background:

The City of Port Colborne has leased the Nickel Beach property since 1922 through agreements with Inco Limited, and currently with Vale Canada Limited. The City has used the leased land to provide a summer-seasonal recreational community beach to residents and visitors. The latest agreement was extended for 20 years from January 1, 2019 until December 31, 2039. Council approved this agreement on June 14, 2021, Report 2021-133

Discussion:

Nickel Beach has been an enjoyable destination of residents and visitors for years, highlighting the positive community partnership between the City of Port Colborne and Vale Canada Limited. The proposed amendment seen in Schedule B-1 of Appendix A would remove the Lands identified on the sketch prepared for the severance application as excluded from the original lease agreement.

The exclusion is required to support Vale Canada Limited with its land management and the neighbouring property to Nickel Beach.

The Nickel Beach lease amending agreement has been reviewed by legal and insurance representatives from both the City of Port Colborne and Vale Canada Limited. A survey has also been completed to determine the boundaries of the severance seen in Schedule B-1 of Appendix A.

Financial Implications:

The terms of the initial lease agreement will remain for the premises at Nickel Beach at one (1) dollar per year until December 31, 2039.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Welcoming, Livable, Healthy Community
-

Conclusion:

That Council approve the Revised Nickel Beach Lease agreement (Appendix A) for approval of lot line adjustments by Vale Canada Limited.

Appendices:

- a. Revised 1st Amending Extending Agreement
- b. Fully Signed Vale and CPC Nickel Beach Lease Agreement

Respectfully submitted,

Greg Zwiep
Manager of Recreation and Tourism
(905) 228-8044
Greg.Zwiep@portcolborne.ca

Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.

THIS 1st LEASE AMENDING & EXTENDING AGREEMENT is made as of the 29th day of October 2025,
pursuant to the Short Forms Leases Act, R.S.O. 1990, c S-11, as amended

B E T W E E N :

VALE CANADA LIMITED
(Hereinafter called the "Landlord")
PARTY OF THE FIRST PART

- and -

THE CORPORATION OF THE CITY OF PORT COLBORNE
(Hereinafter called the "Tenant")
PARTY OF THE SECOND PART

WHEREAS by Lease dated the 1st day of January 2019, (the "Original Lease" attached hereto and marked as Schedule "A" forming part of this Agreement), the Parties agreed to terms by which the Tenant would occupy certain Leased Premises owned by the Landlord for a Term of twenty (20) years, from the 1st day of January 2019, until the 31st day of December, 2039.

AND WHEREAS the Landlord is seeking to dispose of a small portion of land comprised within the Leased Premises. The portion of land that the Landlord desires to sell is identified as Part 1 on the sketch prepared for the severance application, a copy of which is attached hereto and marked as Schedule "B" forming part of this Agreement.

AND WHEREAS the parties mutually agree that the Lease is hereby amended to remove the portion of land that the Landlord desires to sell and more specifically, the lands identified as Part 1 on the sketch prepared for the severance application, as shown on Schedule "B" and that such lands are hereby specifically excluded from the Leased Premises.

AND WHEREAS the parties mutually agree that Schedule "A" to the Original Lease is hereby amended to exclude the lands identified as Part 1 on the sketch prepared for the severance application shown on Schedule "B", as such lands shall no longer form part of the Leased Premises.

WITNESSETH THAT the Parties hereto agree as follows:

LEASED PREMISES

- 1.0 That the definition of Leased Premises in the Original Lease (a copy of which is attached hereto and marked as Schedule “A” forming part of this First (1st) Lease Amending & Extending Agreement) is hereby amended to remove the description of the area identified as Part 1 on the sketch prepared for the severance application, a copy of which is attached hereto and marked as Schedule “B-1” forming part of this Agreement.
- 1.1 That the lands identified as Part 1 on the sketch prepared for the severance application shown on Schedule “B-1”, shall no longer form part of the Leased Premises.
- 1.2 That the Tenant shall commission a new survey of the Leased Premises excluding the lands identified on Schedule “B-1” being Part 1 on the sketch prepared for the severance application and such new survey shall replace the existing Schedule “A” to the Original Lease in its entirety and shall be incorporated as the updated Schedule “A” to the Original Lease.
- (a) That the new survey of the Leased Premises commissioned by the Tenant shall conform to the legal description and boundaries shown in Schedule “B-1”, and the resulting Leased Premises shall be as depicted in Schedule “B-2”, excluding Part 1. The Tenant’s survey shall clearly delineate the updated boundaries, and Part 1 shall be excluded from the new survey of the Leased Premises.
- (b) That the Tenant shall provide a copy of the aforementioned draft survey, to the Landlord for the Landlord’s prior review and written approval, following which the parties shall execute an amendment to this Agreement to update Schedule “A” to the Original Agreement to reflect the new survey of the Leased Premises.
- (c) That, for clarity, both the original 2021 sketch (Schedule “B-1” to the Original Lease), which identifies the Leased Premises, and the new severance sketch identifying Part 1—prepared by the third-party purchaser for the severance application—shall be attached to this Agreement as Schedules “B-1” and “B-2”. Part 1, as shown in the severance sketch, shall no longer form part of the Leased Premises, as it is to be disposed of to a third party. The Tenant shall continue to Lease the remainder of the lands identified in the original 2021 sketch, excluding the portion identified as Part 1.
- (d) That the new survey commissioned by the Tenant shall clearly delineate the boundaries of the remaining leased lands which shall form the Leased Premises following the severance.

GENERAL

- 2.0 Article 15.1 – “Certain Rules of Interpretation” is hereby amended to include the following definitions:

Agreement means the Original Lease, including this 1st Lease Amending and Extending Agreement and all Schedules attached thereto, along with any amendments or extensions thereof.

Party or Parties means a party or the parties to this Agreement.

OTHER

3.0 The Landlord and Tenant agree that all other terms and conditions of the Original Lease, (as amended) shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day, month, and year first above written.

SIGNED, SEALED and DELIVERED

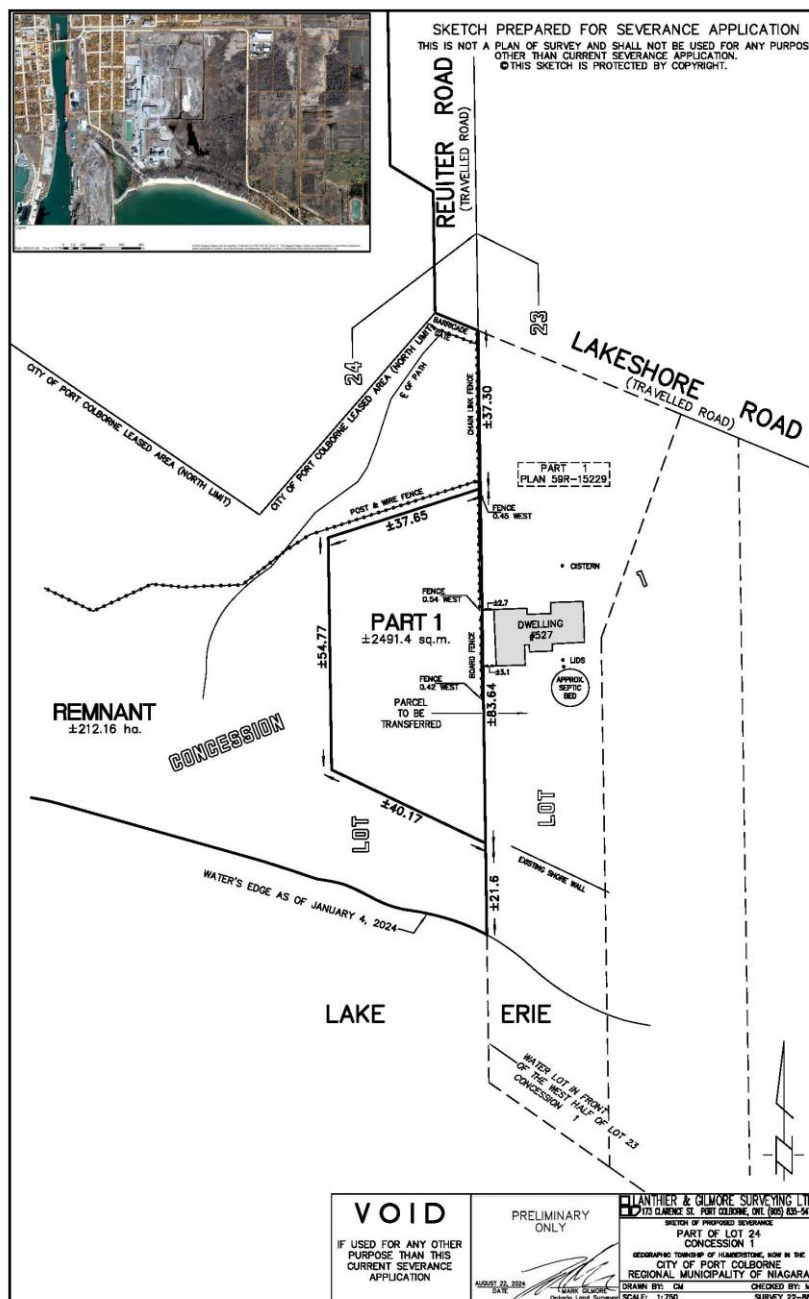
In the presence of:

) VALE CANADA LIMITED
)
) Per: _____
) Name:
) Title:
) I have authority to bind the corporation.
)
) **THE CORPORATION OF THE CITY OF PORT**
) **COLBORNE**
)
) Per: _____
) Name:
) Title:
) I have authority to bind the corporation.

Schedule "A" – Original Lease
(16 pages)

Schedule "B-1"

Lands identified as Part 1 on the sketch prepared for the severance application are specifically excluded from the Leased Premises



Schedule "B-2"

Lands identified as Part 1 on the sketch prepared for the severance application are specifically excluded from the Leased Premises



THIS LEASE is effective as of the **1st day of January, 2019**, and is made pursuant to the *Short Forms of Leases Act*, R.S.O. 1990, c. S-11.

BETWEEN:

VALE CANADA LIMITED
(the "**Landlord**")

-and-

THE CORPORATION OF THE CITY OF PORT COLBORNE
(the "**Tenant**")

ARTICLE 1
GRANT AND TERM

1.1 Leased Premises

The Landlord demises and leases to the Tenant and the Tenant leases from the Landlord the surface rights only of the lands (the "**Lands**"), which form part of the lands more particularly described in Schedule "A" hereto, and which are shown in their entirety on the plan attached as Schedule "B" hereto, (herein called the "**Leased Premises**") subject to the provisions of this Lease. The Leased Premises is comprised of approximately 23.84567 acres, and includes the playground area which is shown on the attached Schedule B, and includes the non-exclusive use of the access road identified on Schedule B hereto, which is used as the primary access to the Leased Premises and does not include the infrastructure used in the water delivery system, as further identified in Article 9 of this Lease.

1.2 Term

The Tenant shall have and to hold the Leased Premises for and during the term of **TWENTY (20)** years (the "**Term**") commencing on **January 1st, 2019** (the "**Commencement Date**") and ending on **December 31, 2039** (the "**Termination Date**"), subject to the renewal and overholding provisions contained in this Lease.

1.3 Overholding

If the Tenant occupies any part of the Leased Premises after the expiration or earlier termination of this Lease, without the written consent of the Landlord, the Tenant shall be deemed to be a month-to-month Tenant at a basic rent equal to twice the Basic Rent payable in the last month prior to overholding plus Additional Rent as set out in this Lease and otherwise subject to all terms and conditions of this Lease, except as to duration and right to renew.

ARTICLE 2
RENT

2.1 Basic Rent

The Tenant covenants to pay to the Landlord from and after the Commencement Date for the initial Term a Basic Rent (the "**Basic Rent**") for the Leased Premises at **ONE (1) DOLLAR** per year.

The annual Basic Rent and applicable taxes shall be paid, in full, on the signing of this Lease (for Year 1), and, thereafter, on the 1st day of January for each year of the Term.

2.2 Utility and Taxes

In addition to Basic Rent, the Tenant shall pay directly to the appropriate authority when due during the Term: (a) Realty Taxes; (b) utilities, including gas, electricity, water and hydro, supplied to the Leased Premises; and (c) all such other costs, charges, expenses, penalties, administration charges and interest relating to the Tenant's use of the Leased Premises. Any and all utilities shall be metered and charged separately to the Tenant. For the purpose of clarity the Landlord will not be responsible for the supply of potable water to the lands and the Tenant's facilities located thereon rather the complete responsibility for the supply of potable water shall be that of the Tenant.

For the purpose of this Lease, "**Realty Taxes**" means all taxes, charges, levies, duties and assessments that may be levied, rated, charged or assessed against the Leased Premises or any part thereof and any taxes payable by the Landlord which are imposed in lieu of, or as a substitute for same and all taxes, duties, assessments and other charges that may be levied, rated, charged or assessed against or in respect of the Tenant's improvements, equipment and facilities of the Tenant on or in the Leased Premises. The parties hereto acknowledge and agree that the Tenant shall pay its pro-rata share of such Realty Taxes, to the Landlord, within thirty (30) days of receipt of the invoice for such taxes.

2.3 Additional Rent

The parties hereto agree that any money required to be paid under section 2.2 or in any other provision within the Lease deeming monies to be paid as "Additional Rent" shall be deemed to be Additional Rent (herein "**Additional Rent**") and be collectible as rent. If such amounts or charges are not paid to the appropriate authority when due, they shall nevertheless, if not paid when due, be collectible as rent to the Landlord with the next installment of Basic Rent thereafter falling due hereunder, but nothing herein contained shall be deemed to suspend or delay the payment of any amount of money or charge at the time the same becomes due and payable or limit any other remedy of the Landlord.

2.4 Payment of HST

The Tenant shall pay applicable Provincial Sales Tax and Goods and Services Tax (collectively, the Harmonized Sales Tax – HST) pursuant to the *Excise Tax Act* applicable to Basic Rent and Additional Rent to the Landlord at the same time as the amounts to which such HST apply are payable under the term of this Lease. If the Tenant fails to pay such HST when due, the Landlord shall have the right, but not the obligation, to make such payments to the relevant authorities and to collect the HST together with any penalties and interest costs imposed by such relevant authorities from the Tenant upon demand.

2.5 Assessment Notices, Proof of Payment

The Landlord agrees to provide the Tenant with copies of all assessment notices forthwith after receipt. The Tenant further agrees to provide the Landlord with proof of payment of all Realty Taxes and utilities when requested to do by the Landlord.

2.6 Contesting of Assessment

The Tenant may contest the amount or validity of any Realty Taxes to the fullest extent permitted by law so long as it diligently prosecutes any contest or appeal in respect thereof, and provided that the Landlord is not made liable for any penalty, interest or charge in respect thereof, and the Tenant shall indemnify and save the Landlord harmless in respect thereof. If any installment of Realty Taxes or other taxes should be payable during a period when the amount or liability thereof is being contested by the Tenant, the Tenant shall either pay the same to the taxing authority under protest or post the requisite security with the taxing authority.

If either the Landlord or the Tenant is contesting or appealing the amount or validity of any Realty Taxes or other taxes the parties shall co-operate to the extent reasonably necessary (but only to the extent the they are not adverse in interest).

2.7 Business Taxes

In addition to Additional Rent, the Tenant shall, during the Term, pay, when due, all business Taxes to the lawful taxing authorities, or as Additional Rent to the Landlord if the Landlord is invoiced therefore, by the taxing authority having jurisdiction.

For the purposes of this Lease, "**Business Taxes**" means all taxes, duties, levies, assessments or licence fees levied, rated, charged or assessed against or in respect of any and every business carried on from the Leased Premises or in respect of the use or occupancy thereof by the Tenant.

2.8 No Right of Set-off

The Tenant expressly waives the benefits of section 35 of the *Commercial Tenancies Act*, R.S.O. 1990, c. L.7 and any amendments thereto and any present or future enactment of the Province of Ontario permitting the Tenant to claim a set-off against Rent for any cause whatsoever.

2.9 Additional Rent Deemed Rent

All Additional Rent shall be deemed to be rent and the Landlord shall have all rights against the Tenant for default in payment of Additional Rent as for default in the payment of Basic Rent.

2.10 Interest on Arrears

If the Tenant fails to pay Basic Rent when due, the Tenant shall pay interest on the unpaid amount at the ScotiaBank's prime lending rate from time to time plus five (5.0%) per annum, n compounded monthly from the date due until the date paid, without prejudice to and in addition to any other remedy available to the Landlord under this Lease or at law.

2.11 Net Lease to Landlord

This Lease and the Basic Rent payable hereunder shall be absolutely net to the Landlord, except as expressly provided herein. Any obligation which is not stated to be that of the Landlord shall be deemed to be that of the Tenant.

**ARTICLE 3
GENERAL COVENANTS**

3.1 Tenant's Covenants

The Tenant covenants with the Landlord:

- (a) to pay Basic Rent, Additional Rent, administration charges, interest and any and all other monies due and/or owing as provided under this Lease;
- (b) to observe and perform all the covenants and obligations of the Tenant herein;
- (c) to ensure that all buildings, structures, sheds, equipment (including playground equipment and any infrastructure) are maintained in good repair, and is safe at all times;
- (d) to ensure the road which is used to access the beach is maintained and necessary repairs are done and the road is safe at all times;
- (e) to ensure on a constant, regular basis that Lands and all of the activities carried on the Lands are policed by the police force of the Tenant to a standard consistent with good policing standards appropriate for such a facility;
- (f) to fence in the entire area of the Lands to ensure that all of the Tenant's activities and uses on the Lands are segregated from the Landlord's remaining property and facilities; and,
- (g) to provide to employees of the Landlord free admission to the Lands and the facilities located thereon.

3.2 Landlord's Covenants

The Landlord covenants with the Tenant:

- (a) for quiet enjoyment; and
- (b) to observe and perform all the covenants and obligations of the Landlord herein.

**ARTICLE 4
LANDLORD'S WORK AND TENANT'S WORK**

4.1 Landlord's Work – NONE

4.2 Tenant's Work

The Tenant hereby covenants and agrees to perform or cause to be performed, at the Tenant's sole cost and expense, any work that is required to be completed in a good and workmanlike manner and in accordance with all applicable laws to the reasonable satisfaction of the Landlord .

4.3 Construction Liens

The Tenant covenants that it will not permit any construction or other liens for work, labour, services or materials supplied to or for the Tenant or for the cost of which the Tenant maybe liable to pay, to attach to the Leased Premises or any portion thereof or to any buildings and/or other improvements erected upon the same and that whenever and so often as any such liens shall be filed or attached the Tenants will within five (5) days after the Tenant has notice of the claim for lien either pay the same or procure the discharge thereof by giving security or in such other manner as is or may be required or permitted by law.

**ARTICLE 5
RESERVATIONS TO LANDLORD**

5.1 Reservation of Access

The parties hereby agree that the Landlord, its employees, agents or representatives, shall have reasonable access to and over the Leased Premises for the purposes of:

- (a) exploring for and/or establishing facilities for the exploration for and/or mining and recovery of mines and minerals beneath the Leased Premises; or
- (b) formulating and executing plans for the decommissioning and/or the rehabilitation of the Leased Premises and/or other lands of the Landlord adjacent to and/or in the vicinity of the Leased Premises.

5.2 Reservation of Use

In the event that the Tenant's use of the Leased Premises materially interferes with the Landlord's continuance or development of its operations or business, the Landlord may terminate this Lease by giving one hundred and eighty (180) days prior written notice to the Tenant and shall refund *pro rata* the portion of rent, if any, accruing due after the date of the said termination and the Parties shall be released from any further obligations with respect to any matter under this Lease.

The Tenant hereby agrees that the Landlord, its employees, agents or representatives, shall have reasonable access to and over the Leased Premises for the purposes of:

- (i) exploring for and/or establishing facilities for the exploration for and/or mining and recovery of mines and minerals beneath the Leased Premises; or
- (ii) formulating and executing plans for the decommissioning and/or the rehabilitation of the Leased Premises and/or other lands of the Landlord adjacent to and/or in the vicinity of the Leased Premises.

ARTICLE 6

USE OF LEASED PREMISES

6.1 Use of Leased Premises

The Tenant covenants and agrees that the Leased Premises will be used solely for a summer-seasonal recreational community beach and playground, and the Tenant shall not use or permit to be all or any part of the Leased Premises for any other purpose. The Parties acknowledge and agree that the sale or use of alcohol or cannabis on the Leased Premises is prohibited. The Parties acknowledge and agree that only mobile commercial establishments will be permitted on the property and no permanent commercial establishments will be permitted without the Landlords consent. The Parties agree that there are no other representations, warranties or conditions between the Landlord and Tenant for the use or occupation of the Leased Premises. Furthermore, the Tenant agrees that this Lease is for the use of the surface rights only of the Leased Premises and the Landlord expressly saves, excepts and reserves unto itself, its successors and assigns, all metals and minerals on the said land, along with the right to enter upon the land to remove same.

6.2 Waste and Nuisance

The Tenant shall not carry on any business or do or suffer any act or thing which in the Landlord's opinion may constitute or result in a nuisance to the Landlord or, if any, to other tenants in the local geographic area, or do or suffer any waste or damage to the Leased Premises or the local geographic area.

6.3 Applicable Laws

The Tenant shall at its own expense comply with all laws, by-laws, rules, regulations, orders and instructions of any municipal, provincial, federal or other governmental authority which in any manner relates to or affects the Leased Premises and buildings thereon or the Tenant's use thereof. The Tenant shall indemnify and save harmless the Landlord from any loss or damage, expenses, costs, penalties, charges or fines to which the Landlord may be put or suffer by reason of the breach of any such law, by-law, rule, regulation or order.

6.4 Entry Prior to Expiry

The Landlord and its agent may, at all reasonable times during the last four (4) months of the Term, or Renewal Term if applicable, of this Lease, enter the Leased Premises and improvements thereon to exhibit the same for purposes of sale or rent and may display the usual "For Sale" or "To Let" signs thereon.

6.5 Maintenance and Repair by the Tenant

The Tenant shall maintain and repair or cause to be maintained and repaired as would a prudent tenant, all improvements on the Leased Premises, reasonable wear and tear only excepted.

6.6 Clean Condition

The Tenant shall, at its own expense, keep the Leased Premises in good repair, and the Tenant covenants to properly care for the grass, trees, bushes, shrubs and plants now growing and which may at any time grow on the Leased Premises. The Tenant shall maintain the Leased Premises in a clean and orderly condition. The Tenant shall not allow any refuse, garbage or any loose or objectionable material to accumulate on or about the Leased Premises, and the Tenant agrees to keep the premises in a clean and wholesome condition and, on Termination, the Tenant agrees to leave the Leased Premises in good condition and to remove any waste or rubbish at his own expense. Specifically, the Tenant agrees to dispose of all garbage and waste in an applicable government approved waste disposal site.

The Tenant shall not cut down any trees nor sell or remove any wood or timber from the Leased Premises.

ARTICLE 7

ENVIRONMENTAL MATERIAL

7.1 Initial Report

The Tenant within the first three (3) years at the Tenant's sole expense shall provide to the Landlord a Phase 1 Environmental Report relating to the Lands and, if recommended in such Phase 1 report a Phase 2 report, any clean-up required by such Report(s) for contraventions of Environmental Laws shall be undertaken and completed by the Tenant at the Tenant's sole expense. For greater certainty, the Tenant shall not be responsible for any remediation or clean-up under this Section 7.1 to

the extent that the Landlord is responsible for those obligations according to the terms of Section 7.5 below. In particular the City shall include in such reports reference to the storage of any fuel on the Lands and the sewage holding tank associated with the washroom building and provision for the renewal of such sewage holding tank at the end of the Term.

7.2 Landlord Right to Audit

The Landlord may at any time, at its cost, during the Term or any renewal(s) hereof conduct an environmental assessment of the Leased Premises. In conducting such an assessment, the Landlord shall not unreasonably interfere with the Tenant's operations on the Leased Premises. Should the assessment disclose any contravention of Environmental Laws attributable to or caused by the Tenant's use of the Leased Premises, then, upon notice of such contravention and subject to Section 7.5 below, the Tenant shall forthwith remedy such at its expense and compensate the Landlord for all costs associated with the assessment. Should the Tenant not proceed diligently to remedy any contravention, then the Landlord may do so for which the Tenant agrees to compensate the Landlord for all costs incurred for such remedy, which costs shall be considered to be Additional Rent payable within fifteen (15) days after demand.

7.3 Exit Report

The Tenant hereby covenants and agrees to obtain a Phase 2 environmental assessment of the Leased Premises (the "**Exit Report**") by an independent and qualified environmental consultant within three (3) to six (6) months prior to the expiry of the Lease and provide a copy of the Exit Report to the Landlord forthwith upon receipt by the Tenant. If the Exit Report reveals contamination at the Leased Premises which are in contravention of Environmental Laws and at levels exceeding those set out in the Initial Report or attributable to or caused by the Tenant's use of the Leased Premises, then the consultant preparing the Exit Report shall also include in the Exit Report its recommendations for remediating the Leased Premises in order that the Leased Premises are returned to the same condition as set out in the Initial Report and/or removal of contamination resulting from the Tenant's use of the Leased Premises so that there is no longer any contravention of Environmental Laws (the "**Remediation**"). Subject to Section 7.5 below, the Tenant shall complete any Remediation which the Tenant is obligated to conduct at its sole expense prior to the expiry of the Lease. The Landlord hereby grants to the Tenant the right to extend the Lease on a month-to-month basis for so long as the Tenant reasonably requires in order to complete the Remediation. The Landlord and the Tenant shall continue to be subject to all terms and conditions of this Lease, except as to duration, in the absence of a written agreement between the Landlord and the Tenant to the contrary. The Tenant shall be required to compensate the Landlord, its successors and assigns for all demolition or destruction on, under or to the Leased Premises in order to complete the Remediation. The Tenant shall be required to rebuild or repair any demolished or destroyed property on, under or attached to the Leased Premises during or following the Remediation, or, if such is not possible in the circumstances, monetary compensation for the diminution in the fair market value of the Leased Premises due to the loss of the property.

7.4 Conduct of Assessments

The Landlord hereby grants to the Tenant, its employees, servants, agents and consultants, the right to conduct the Phase 2 environmental assessments described in Section 7.

7.5 Prior Breaches

Notwithstanding the foregoing or anything else contained in this Lease, the Landlord shall be solely responsible for promptly complying with and remedying at its sole expense any contraventions of Environmental Laws in respect of the Leased Premises existing prior to the Tenant's occupation of the Leased Premises (whether such occupation occurred under this Lease, or any other prior lease or legal arrangement involving the Tenant, or any of its corporate predecessors) or which have been caused by the Landlord, its corporate predecessors and predecessors-in-title to the Leased Premises (which include, without limiting the generality of the foregoing, Inco Limited and The International Nickel Company of Canada Limited) and all persons for whom they are, or were, responsible for. The Landlord hereby agrees to indemnify and save harmless the Tenant, and all of its servants, agents, employees, contractors and persons for whom the Tenant is in law responsible (the "**Tenant Indemnified Parties**"), against any cost, fines, suits, damages, claims, demands and causes of action which the Tenant Indemnified Parties may be subject to as a result of any such contraventions, which indemnity shall survive the termination or expiration of this Lease. Provided, however, the Landlord shall not be responsible for any contraventions of Environmental Laws relating to the washrooms on the Leased Premises installed by the Tenant.

7.6 Environmental Material

- (c) As used herein:
 - (i) "**Environmental Laws**" means all statutes, laws ordinances, codes, rules, regulations, orders, notices and directives, nor or at any time hereafter in effect, made or used by any municipal, provincial or federal government, or by any department, agency, board or office thereof, or by any board of fire insurance

underwriters or any other agency or source whatsoever, regulating, relating to or imposing liability or standards of conduct concerning any matter which may be relevant to the use or occupancy of the Leased Premises or any part thereof or the conduct of any business or activity in, on, under or about the Leased Premises or any part thereof, or any material, substance or thing which any at any time be in, on, under or about the Leased Premises or any part thereof or emanate therefrom; and

- (ii) **"Hazardous Substance"** means any contaminant, pollutant, dangerous or potentially dangerous substance, noxious substance, toxic substance, hazardous waste or material, flammable or explosive substance, radioactive material, or any other waste, substance or material whatsoever, covered by or regulated under any Environmental Laws.

(d) The Tenant covenants with the Landlord that:

- (i) the Tenant shall not use or permit or suffer the use of the Leased Premises or any part thereof to generate, manufacture, refine, treat, transport, store, handle, dispose of, transfer, produce or process any Hazardous Substance except in strict compliance with all Environmental Laws including, without limitation, the *Environmental Protection Act* and all other Environmental Laws in respect of environmental, land use, occupation, or health and safety matters. If the Tenant fails to comply with any such Environmental Laws, the Landlord may, but shall not be obligated to, do such things as necessary to effect such compliance, and all costs and expenses incurred by the Landlord in so doing, together with an administration charge equal to 15% of such costs and expenses, shall be payable by the Tenant to the Landlord as Additional Rent within fifteen (15) days after demand;
- (ii) the Tenant shall notify the Landlord within five (5) days after receipt of any order, directive, notice or other communication whatsoever received from any governmental or other authority relating to any Environmental Laws, which notice shall be accompanied by a copy of such order, directive, notice or other communication and the Tenant shall keep the Landlord advised on a weekly basis of the Tenant's progress in complying with same;
- (iii) the Landlord shall be entitled at any time or times to inspect the Leased Premises and to conduct such other investigations as in its sole discretion it deems necessary for the purpose of satisfying itself as to compliance by the Tenant with all Environmental Laws and with all provisions of this Lease. Without limiting the generality of the foregoing, the Landlord shall have the right to conduct such physical inspections of the Leased Premises and examination of documentation relating to the Leased Premises and the conduct of business thereon by the Tenant as the Landlord may deem necessary and for such purpose the Tenant shall produce, at the offices of the Tenant, all of its relevant files, books, records, statements, plans and other written information in the Tenant's possession relating to the Leased Premises and the operations of the Tenant thereon, provided that all of such information shall be used by the Landlord solely for the purpose of ensuring compliance by the Tenant with the provisions of this Lease and shall otherwise be kept strictly confidential;
- (iv) the Tenant will indemnify and save harmless the Landlord and all of its servants, agents, employees, contractors and persons for whom the Landlord is in law responsible, against any and all losses, liabilities, claims, damages, interest, penalties, fines, monetary sanctions, costs and expenses whatsoever, including without limitation costs of professional advisors and consultants and experts in respect of investigation, remedial action and clean-up costs and expenses, arising in any manner whatsoever out of: (A) any breach by the Tenant of any provisions of this Lease or any non-compliance with any Environmental Laws; (B) any act or omission of any persons on the Leased Premises or any use or occupancy of or any thing in, on, under or about the Leased Premises, including, without limitation, the generating, manufacture, refinement, treatment transportation, storage, handling, disposal, transfer, production or processing of any Hazardous Substance by the Tenant or any other person in, on, under or about the Leased Premises, and any nuisance arising therefrom; (C) any act or omission of the Tenant or any of its servants, agents, employees, invitees, licensees, subtenants, concessionaries, contractors or persons for whom the Tenant is in law responsible on or about the Leased Premises or elsewhere; or (D) any illness, injury, or death of persons, or any loss or damage to property, on or about the Leased Premises; and

- (v) If at any time required by the Landlord, or by any governmental or other authority pursuant to any Environmental Laws, the Tenant will take all required remedial action in respect of any Hazardous Substances in, on, under or about the Leased Premises or emanating therefrom, including, without limitation, any repairs or replacements to the Leased Premises or any buildings or other leasehold improvements in or on the Leased Premises and the removal, treatment, disposal, restoration and replacements of the soil or any other part of the Leased Premises; and
- (vi) The Landlord shall not be liable to the Tenant from any Hazardous Substance activities conducted on the Leased Premises however caused, whether or not consented to by the Landlord and the Tenant shall indemnify, defend with counsel, and hold the Landlord harmless from and against any claims, damages, costs and liabilities arising out of any and all such Hazardous Substance activities.

7.7 Endangered Species

The parties hereto acknowledge that the Leased Premises is a habitat for an and endangered species of wildlife, being the Fowler's Toad, and that this species of toad and its habitat are protected under Ontario's *Endangered Species Act*, 2007, S.O. 2007, c.6. The Tenant agrees to take all steps necessary to protect this and other wildlife that may inhabit the Leased Premises, and to adhere to all laws and regulations required in this regard, including participation in stewardships or reserach that may be available for these animals.

This section shall survive the expiration or earlier termination of this Lease.

ARTICLE 8 INSURANCE

8.1 Tenant's Insurance

The Tenant shall obtain and maintain at their sole costs and expense, throughout the term of this Lease Agreement the following insurance on a primary and non-contributory basis, with insurers deemed acceptable to the Landlord in its sole discretion:

- (a) "All Risks" Property insurance which shall insure the Leased Premises and Tenant's Property on a property every description basis on a full replacement cost basis without deduction for depreciation against direct physical loss or damage and/or mechanical breakdown caused by all perils, including but not limited to earthquake;
- (b) Third Party Liability Insurance, insuring against bodily injury, death and property damage with Policy Limits of TEN MILLION (\$10,000,000.00) DOLLARS per occurrence. Without limiting the foregoing subclause, this shall include the following extensions, commonly known as Occurrence Property Damage; Blanket Contractual Liability; Non Owned Automobile Liability; Cross Liability and Severability of Interests Clause; Personal Injury; Owners and Contractors Protective; Contingent Employers' Liability; and Sudden and Accidental Pollution coverage;
- (c) Workers Compensation coverage for all employees provided from the Workers' Compensation Board of the Province in which Tenant is resident;
- (d) such other coverage or increases as the Landlord may consider necessary.

8.2 Insurance

All insurance required to be maintained by the Tenant in 8.1 shall be on terms and with insurers to which the Landlord has no reasonable objection. Each of policies required in 8.1 (a), (b) and (d) shall name the Landlord as an additional insured, Tenant shall provide the Landlord with Certificates of Insurance, evidencing all of the above stated insurance coverages, within 5 days of the effective date of this Agreement. Such Certificates shall contain clauses stating that the Landlord shall receive thirty (30) days' advance notification of any material change and/or termination or cancellation of any and all of the insurance policies herein. It is agreed that the Tenant is not required to include a waiver of subrogation clause in any of its insurance policies.

8.3 Release of Landlord by Tenant

The Tenant agrees that the Landlord shall not be liable to any extent for any personal injury or death of, or loss or damage to any property belonging to the Tenant or any other person in, on or about the Leased Premises unless resulting from the actual gross negligence of the Landlord (but only to the extent of such actual gross negligence) or unless resulting from a breach of he obligations of the Landlord under this

Lease. In no event shall the Landlord be liable for any damage which is caused by steam, water, rain or snow which may leak into, issue or flow in the Leased Premises from any other place or quarter.

In addition, the Tenant releases the Landlord from all losses, damage, expenses, costs, claims or liabilities in respect of loss, damage or liabilities required to be insured against by the Tenant.

8.4 Indemnity of Landlord by Tenant

The Tenant shall indemnify and save harmless the Landlord, its directors, officers, employees, servants and agents against and from any and all expenses, costs, damages, suits, actions or liabilities arising or growing out of any default by the Tenant hereunder, and from all claims and demands of every kind and nature made by any person or persons to or against the Landlord, for all and every manner of costs, damages suits, actions or liabilities or expenses incurred by or injury or damage to such person or persons or his, her or their property, which claims or demands may arise however out of the use and occupation of the Leased Premises by the Tenant or its business, or any subtenant or occupant, invitee or licensee authorized by the Tenant or by any assignee or sublessee thereof or other persons entering onto the Leased Premises, and from all costs, counsel fee, expenses and liabilities incurred in or about any such claim or any action or proceeding brought thereon. This provision survives the Termination of the Lease.

Specifically, the Tenant hereby acknowledges and agrees that the water levels in and around the Leased Premises are affected by fluctuating levels from time to time, and that the water levels are not controlled or managed by the Landlord in any way. The Tenant agrees that if any of the buildings, equipment, including but not limited to mobile equipment, structures and Tenant's Improvements or other property on, in or under the Leased Premises are lost or damaged by fluctuating water levels, the Tenant shall indemnify and save harmless the Landlord from all claims, actions, suits and demands of every kind and nature made by any person or persons to or against the Landlord as a result of such loss or damage.

8.5 Extended Meaning of "Landlord" and "Tenant"

For the purposes of every provision of this Lease which includes a release or indemnity, "Tenant" shall mean the Tenant, its directors, officers, servants, agents, assistants, employees, invitees, licensees, contractors and subcontractors and all those for whom the Tenant is responsible for in law, and, "Landlord" shall mean the Landlord, its officers, directors, servants, agents, assistants, employees, invitees and contractors and all those for whom the Landlord is responsible for in law.

ARTICLE 9 BUILDINGS, EQUIPMENT, REPAIRS

9.1 Tenant's Structures

The parties hereto agree that the following structures and equipment are located on the Leased Premises and are owned by the Tenant (the "Tenant's Assets"):

- Concrete equipment bunker
- Concrete washroom facility (decommissioned)
- Holding tanks (decommissioned)
- Storage compound fencing
- Perimeter fencing - leased perimeter
- Playground/ Swing set
- Hydro Access Box

The parties hereto agree that the following structures and equipment are located on/serve the Leased Premises and are owned by the Landlord (the "Landlord's Assets"):

- Water supply line (decommissioned)

9.2 Repairs

The Tenant shall, with reasonable dispatch and in a good and workmanlike manner and so as to keep the same in good condition and repair, at the Tenant's expense and throughout the Term of this Lease, keep in good condition and repair the Leased Premises and all of the Tenant's Assets, as well as all electrical and telephone outlets and conduits, all signs, lights, fences and all mechanical and electrical equipment within the boundaries of the Leased Premises including those parts of the water delivery system that are buried or otherwise exist within the boundaries of the Leased Premises.

The Tenant will be responsible for the costs of any damages to roadways, culverts or other road infrastructure, beyond reasonable wear and tear.

The Tenant shall also make good any damage to the Leased Premises during the Lease and which is not Insured Damage, excluding any damage caused by the wilful misconduct or negligent act or omission of the Landlord.

The Landlord shall, with reasonable dispatch and in a good and workmanlike manner and so as to keep the same in good condition and repair, at its own expense and throughout the Term of this Lease, keep in good condition and repair the Landlord's Assets, and all mechanical and electrical equipment within the boundaries of the Leased Premises

9.3 Entry by Landlord to View State of Repair

The Landlord shall be entitled to enter and view the state of repair of the Leased Premises provided that nothing herein shall be construed so as to require repairs to be made by the Landlord except as expressly provided in this Lease. The Tenant will repair, according to notice, as specified in Section 9.2.

9.4 Notice of Defects

The Tenant shall give to the Landlord prompt notice of any problem with the Leased Premises or any damage to the Leased Premises or any part thereof howsoever caused; provided that nothing herein shall be construed as to require repairs to be made by the Landlord except as expressly provided in this Lease.

9.5 Termination after Damage

If the Leased Premises are destroyed or damaged by any cause to the extent that, in the Landlord's architect's reasonable opinion to be given in writing to the Tenant within thirty (30) days after the occurrence of such damage or destruction, they are unable to be repaired or rebuilt within one hundred and eighty (180) days after such destruction or damage, then either the Landlord or the Tenant may terminate this Lease by notice to the other, to be given within thirty (30) days after the giving of the Landlord's architect's reasonable opinion above referred to, and the Tenant shall immediately thereupon surrender the Leased Premises and this Lease to the Landlord and rent shall be apportioned to the date of such destruction or damage (subject to the payment of rent from the date of such destruction or damage to the date of surrender in the same proportion that the part of the Leased Premises fit for occupancy by the Tenant until such surrender of the total area of the Leased Premises).

9.6 Abatement of Rent

If the Leased Premises are destroyed or damaged, and the Tenant and Landlord receives insurance proceeds as a result by reason of any cause and this Lease shall not have been terminated, each of the Landlord and the Tenant shall, with all reasonable diligence and in compliance this Lease, make all repairs which were their respective obligations pursuant to the terms of this Lease. All Basic Rent payable hereunder shall abate until the Tenant is able to operate its business again on the Leased Premises.

ARTICLE 10

ASSIGNMENT AND SUBLETING

10.1 Consent of Landlord

The Tenant shall not assign or sub-let or otherwise part with possession of all or any part of the Leased Premises without the prior written consent of the Landlord.

ARTICLE 11

TENANT IMPROVEMENTS

11.1 Tenant Improvements

The Tenant shall not alter, enlarge or replace any buildings on the Leased Premises (an "Improvement") without first obtaining the Landlord's prior written consent, which consent shall not be unreasonably withheld. Any such Improvement shall be in compliance with all applicable laws, by-laws, regulations and orders of any municipal, provincial, federal governmental authority having jurisdiction over the Leased Premises.

11.2 Tenant's Removal of Fixtures and Leasehold Improvements

The parties agree that all of the trade fixtures, equipment and machinery (not forming part of the Leased Premises) and all of the Tenant's other chattels and personal property in the Leased Premises (collectively, the "Tenant's Property") are and shall remain the property of the Tenant. The Tenant shall remove, at its cost, all of the Tenant's Property upon the expiration or other termination of this Lease. The Tenant has the right to remove the Tenant's Property in the ordinary course of its business, for the purpose of repair or replacement or if the same shall have become excess for the Tenant's purposes. The Tenant shall promptly repair at its own expense, any damage caused by removal of any Tenant's Property.

11.3 Signs

The Tenant shall install in, upon or about the Leased Premises any signs connected with its operation in the Leased Premises which shall remain the property of the Tenant. These signs shall be clear and concise, posted at all entrances (including footpaths, roadways, sidewalks), and shall contain the hours of operation, appropriate warnings about trespass and unauthorized occupation or use. The Tenant shall remove such signs upon expiration or termination of the Term hereof, provided that the Tenant shall, at its own expense, make good any damage caused to the Leased Premises by any such installation or removal. All signs shall comply with all applicable municipal by-laws, ordinances and restrictions.

ARTICLE 12 EVENTS OF DEFAULT

12.1 Events of Default

Each of the following shall be an event of default of the Tenant:

- (a) whenever the Tenant defaults in the payment of any Basic Rent, Additional Rent or any other monies required under this Lease when due; or
- (b) whenever the Tenant defaults in the performance of any of its other obligations hereunder and such default can be remedied by the Tenant but is not remedied within 10 days after notice;
- (c) whenever the Tenant defaults in the performance of any of its other obligations hereunder and such default cannot be remedied by the Tenant; or
- (d) if the Tenant is adjudicated to be insolvent or makes an assignment for the benefit of creditors or in bankruptcy, or is declared bankrupt, or is in receivership, or takes the benefit of any legislation that may be in force for bankrupt or insolvent debtors or if any proceedings are taken by or against the Tenant under any winding-up or dissolution legislation, and such adjudication, assignment, declaration or proceedings are not set aside or revoked within 30 days after the making or taking of the same, or if the Tenant makes any sale of its assets under the *Bulk Sales Act* (Ontario), except to a successor in conjunction with a permitted assignment of this Lease; or
- (e) if the Leased Premises or a substantial part thereof are abandoned or become vacant or are not fully used or occupied while capable of use and occupancy, and remain so for a period of seven days (which does not include temporary vacancy or non-use for a longer period when necessary to accommodate the carrying out of renovations in the Leased Premises or a change in use of the Leased Premises); or
- (f) if the Leased Premises or any portion thereof is used by any other person or persons other than the Tenant or for any other purpose than that for which the same were let, in each case without the prior written consent of the Landlord.

12.2 Remedies by Landlord

Upon any event of default of the Tenant, then the current month's Basic Rent and Basic Rent for the next ensuing 3 months shall thereupon become immediately due and payable to the Landlord on demand and, in addition to any remedy which the Landlord may have by this Lease or at law or in equity, the Landlord may, at its option:

- (a) terminate this Lease and re-enter and take possession of the Leased Premises; and/or
- (b) enter the Leased Premises as agent of the Tenant, either by force or otherwise, without being liable for any prosecution therefor, and without being deemed to have terminated this Lease, and relet the Leased Premises or any part thereof as the agent of the Tenant, and receive the rent therefor to be applied on account of the Rent; and/or
- (c) exercise its right of distress and the Tenant hereby waives any present or future limitation on the Landlord's right of distress; and/or
- (d) terminate this Lease and re-enter and take possession of the Leased Premises and provide, by notice to the Tenant, for an immediate payment by the Tenant of an amount equal to the remainder, as of the date of an event of default by the Tenant, of Rent due under this Lease from such date to the last day of the Term of this Lease. If any part of such Rent cannot be absolutely determined as of such date, the Landlord shall estimate same on a reasonable basis. After receipt by the Landlord of such payment and after the Landlord relets the Leased Premises, the Landlord shall remit to the Tenant, as and when rent is received therefor, an amount equal to (i) the lesser of (1) the amount received by the Landlord for any period and (2) the amount that would have been payable by the Tenant under this Lease for the same period, less (ii) 10% of such sum in (i) as an administration fee to the Landlord; and/or
- (e) without terminating this Lease, demand immediate payment from the Tenant of an amount equal to the remainder, as of the date of an event of default by the Tenant, of Rent due under this Lease from such date to the last day of the Term of the Lease. If any

part of such Rent cannot be absolutely determined, as of such date, the Landlord shall estimate same on a reasonable basis. Upon payment of such amount by the Tenant to the Landlord, the Tenant shall be entitled to occupancy of the Leased Premises for the remainder of the Term in accordance with this Lease; and/or

- (f) suspend the supply to the Leased Premises of any benefit, service, utility or Additional Service furnished by the Landlord until the default is cured; and/or
- (g) apply to the courts for an order of specific performance or mandamus or an injunction compelling the Tenant to perform its obligations under this Lease, the Tenant acknowledging that damages are not a sufficient remedy.

12.3 Additional Self-help Remedy of Landlord

In addition to all other remedies the Landlord may have by this Lease, at law or in equity, if the Tenant does not perform any of its obligations hereunder, the Landlord, may at its option perform any of such obligations, after five days' notice to the Tenant or in the event of an emergency without notice, and in such event the cost of performing any of such obligations plus an administrative charge of 15% of such cost shall be payable by the Tenant to the Landlord forthwith on demand together with interest at a rate equal to the Prime Rate of the Bank of Canada plus five (5) percent from the date of the performance of any of such obligations by the Landlord to the date of payment by the Tenant.

12.4 Legal Costs

The Tenant hereby agrees to pay to the Landlord, within five days after demand, all legal fees, on a solicitor and his own client basis, incurred by the Landlord for the enforcement of any rights of the Landlord under this Lease or in the enforcement of any of the provisions of this Lease or in the obtaining of possession of the Leased Premises or for the collection of any monies from the Tenant.

12.5 Remedies Cumulative

The Landlord may from time to time resort to any or all of the rights and remedies available to it in the event of any default hereunder by the Tenant, either by any provision of this Lease, or by statute, or at law or in equity, all of which rights and remedies are intended to be cumulative and not alternative, and the express provisions hereunder as to certain rights and remedies are not to be interpreted as excluding any other or additional rights and remedies available to the Landlord at law or in equity.

12.6 Non-Waiver

Any condoning, excusing or overlooking by either the Landlord or the Tenant of any default by the other at any time or times in respect of any obligation of the other herein shall not operate as a waiver of the non-defaulting party's rights hereunder in respect of such default or so as to defeat or affect in any way the rights of the non-defaulting party in respect of any such containing or subsequent default by the defaulting party. No waiver shall be implied by anything done or omitted by a party. Any waiver of a particular default shall not operate as a waiver of any subsequent or continuing default.

ARTICLE 13 PROPERTY MANAGEMENT

13.1 Property Management

In addition to the Tenant's Covenants set out in Article 3 above and acknowledging that individuals are trespassing on the Lands/Leased Premises, the Tenant shall be responsible to ensure at all times during the Term that all trespassers are removed from the Lands/Leased Premises and, further, that any and all debris of any nature and/or kind is removed from the Lands/Leased Premises. In particular, and without limiting the generality of the foregoing, such debris shall include drug paraphernalia including but not limited to needles, all of which must be handled as a biohazardous waste.

ARTICLE 14 OWNERSHIP AND RIGHTS

14.1 Landlord Ownership

Notwithstanding any other provision in this Lease, the Landlord retains absolutely any and all subsurface rights under law to the Leased Premises.

14.2 Tenant's Buildings

The Landlord and Tenant acknowledge and agree as follows:

- (a) that all buildings and structures situate on the Leased Premises are owned by the Tenant;
- (b) that, despite any improvements on the Leased Premises by the Tenant or prior Lessees, the Tenant agrees such will not confer upon the Tenant any right to use the Leased Premises other

- than within the terms of this Lease, nor will it give the Tenant any right to or expectation of any future renewal of this Lease or another lease;
- (c) the Tenant hereby agrees that there is no obligation whatsoever for the Landlord to pay compensation for any buildings or structures which currently exist on the Leased Premises or shall hereafter be erected on the Leased Premises, including upon termination of the Lease, whether erected with or without the consent of the Landlord;
 - (d) if the Tenant wishes to sell any of its buildings or structures situate on the Leased Premises, the Tenant shall notify the Landlord, in writing, of such intention to sell, at least sixty (60) days before the proposed closing date, and no such sale shall be effective without the Landlord's consent, in writing, which consent may not be unreasonably withheld

ARTICLE 15 GENERAL

15.1 Certain Rules of Interpretation

In this Agreement:

- (e) **Consent** – Whenever a provision of this Agreement requires an approval or consent and the approval or consent is not delivered within the applicable time limit, then, unless otherwise specified, the Party whose consent or approval is required shall be conclusively deemed to have withheld its approval or consent.
- (f) **Governing Law** – This Agreement is a contract made under and shall be governed by and construed in accordance with, the laws of the Province of Ontario and the federal laws of Canada applicable in the Province of Ontario.
- (g) **Headings** – Headings of Articles and Sections are inserted for convenience of reference only and do not affect the construction or interpretation of this Agreement.
- (h) **Including** – Where the word “including” or “includes” is used in this Agreement, it means “including (or includes) without limitation”.
- (i) **No Strict Construction** – The language used in this Agreement is the language chosen by the Parties to express their mutual intent, and no rule of strict construction shall be applied against any Party.
- (j) **Severability** – If, in any jurisdiction, any provision of this Agreement or its application to any Party or circumstance is restricted, prohibited or unenforceable, the provision shall, as to that jurisdiction, be ineffective only to the extent of the restriction, prohibition or unenforceability without invalidating the remaining provisions of this Agreement and without affecting the validity or enforceability of such provision in any other jurisdiction, and without affecting its application to other Parties or circumstances.

15.2 Entire Agreement

This Agreement, and the agreements and other documents required to be delivered pursuant to this Agreement, constitute the entire agreement between the Parties and set out all the covenants, promises, warranties, representations, conditions and agreements between the Parties in connection with the subject matter of this Agreement and supersede all prior agreements, understandings, negotiations and discussions, whether oral or written, pre-contractual or otherwise. There are no covenants, promises, warranties, representations, conditions or other agreements, whether oral or written, pre-contractual or otherwise, express, implied or collateral, whether statutory or otherwise, between the Parties in connection with the subject matter of this Agreement except as specifically set forth in this Agreement and any document required to be delivered pursuant to this Agreement.

15.3 No Partnership

Nothing contained herein shall be deemed or construed by the parties hereto, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties hereto, it being understood and agreed that neither the method of computation of Rent nor any other provisions contained herein, nor in acts of the parties herein shall be deemed to create any relationship between the parties other than the relationship of landlord and tenant.

15.4 Force Majeure

In the event that either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of strikes, lock-outs, labour troubles, inability to procure materials, failure of power, restrictive governmental laws or regulations, riots, insurrection, war or other reason of a like nature not the fault of the party delayed in performing work or doing acts required under the terms of this Lease, then performance of such act shall be excused for the period of the delay and the period for the performance of any such act shall be extended for a period equivalent to the period of such delay, provided however that nothing herein shall be deemed to extend any specific date set out in this Lease. Notwithstanding anything herein contained, the provisions of this Section 15.4 shall not operate to excuse the Tenant from the prompt payment of Rent or any other payment required by the terms of

this Lease nor shall the provisions of this Section 15.4 in any way extend the length of the Term. This Section 15.4 shall not operate when the delay or restriction is due to the lack of or unavailability of funds.

15.5 Time of the Essence

Time shall be of the essence of this Lease.

15.6 Waiver

Failure by either party hereto to require performance of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or of any other term, covenant or condition herein contained. The subsequent acceptance of Rent hereunder by the Landlord shall not be deemed to be a waiver of any preceding breach by the Tenant, as the case may be, of any term, covenant or condition of this Lease, other than the failure of the Tenant to pay the particular Rent so accepted, regardless of the Landlord's or Tenant's knowledge of such preceding breach at the time of acceptance or payment, as the case may be, of such Rent. No covenant, term or condition of this Lease shall be deemed to have been waived by the Landlord or the Tenant unless such waiver be in writing by the waiving party.

15.7 Compliance with the Planning Act

It is an express condition of the within Lease, and the Landlord and the Tenant so agree and declare, that the provisions of Section 50 of the *Planning Act* (Ontario) and amendments thereto, or replacements thereof, be complied with if applicable in law.

15.8 Registration

The Tenant shall not register this Lease in full on the title to the Leased Premises. If the Tenant wishes to register a notice of this Lease, the Tenant shall deliver the form of notice to the Landlord for its prior written approval and a photocopy of the registered notice of this Lease after registration.

In the event of any conflict between the terms of this Lease and the terms of such notice, the terms of this Lease shall prevail.

The Tenant agrees that it will, at its sole expense, discharge and withdraw from title any such registration within 30 days after the expiration or sooner termination of this Lease. If such registration is not discharged and withdrawn during the aforesaid time, the Landlord shall have the right and is hereby appointed by the Tenant as its agent and attorney to prepare, execute and register such documentation as is required to discharge and withdraw any such registration.

15.9 Notice

Any notice, consent or approval required or permitted to be given in connection with this Agreement (in this Section referred to as a "**Notice**") shall be in writing and shall be sufficiently given if delivered (whether in person, by courier service or other personal method of delivery), or if transmitted by facsimile or e-mail:

- (a) in the case of the Landlord, to:
Attention: Legal Department
Vale Canada Limited
337 Power Street
Copper Cliff, Ontario P0M 1N0
Phone: (705) 682-8337
E-mail: christine.dupont@vale.com

With copy to: **Attention: Eric Azzopardi**
Vale Canada Limited
E-mail: eric.azzopardi@vale.com

- (b) in the case of the Tenant, to:
Attention: Bryan Theal
Manager of Recreation
66 Charlotte Street
Port Colborne, Ontario L3K 3C8
Phone: 905-835-2900 Ext. 535
Email: brian.theal@portcolborne.ca

Any Notice delivered or transmitted to a Party as provided above shall be deemed to have been given and received on the day it is delivered or transmitted, provided that it is delivered or transmitted on a business day prior to 5:00 p.m. local time in the place of delivery or receipt. If the Notice is delivered or transmitted

after 5:00 p.m. local time or if the day is not a business day, then the Notice shall be deemed to have been given and received on the next business day.

Any Party may, from time to time, change its address by giving Notice to the other Parties in accordance with the provisions of this Section.

15.10 Amendments

No amendment, supplement, modification or waiver or termination of this Agreement and, unless otherwise specified, no consent or approval by any Party, is binding unless executed in writing by the Party to be bound.

15.11 Enurement

This Agreement enures to the benefit of and is binding upon the Parties and their respective successors (including any successor by reason of amalgamation of any Party) and permitted assigns.

15.12 Execution and Delivery

This Agreement may be executed by the Parties in counterparts and may be executed and delivered by facsimile and or electronic mail format and all the counterparts and facsimiles or electronic mail formats together constitute one and the same agreement.

IN WITNESS OF WHICH the parties have duly executed this agreement under seal.

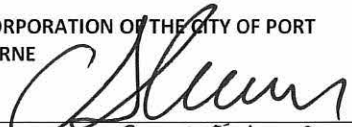
VALE CANADA LIMITED

Per:  Digitally signed by Jorge Mottecy Neto
DN: cn=Jorge Mottecy Neto, o=CA,
ou=Vale Canada, ou=Procurement
Manager,
email=jorge.mottecy2@vale.com,
location=Vale Canada
Date: 2022.04.20 14:10:40 -0500

Name: Jorge Mottecy Neto
Title: Manager, Procurement ON/MB &
North Atlantic Asset Sales

I have authority to bind the corporation.

**THE CORPORATION OF THE CITY OF PORT
COLBORNE**

Per: 
Name: SCOTT LUBY
Title: CHIEF ADMIN. OFFICER

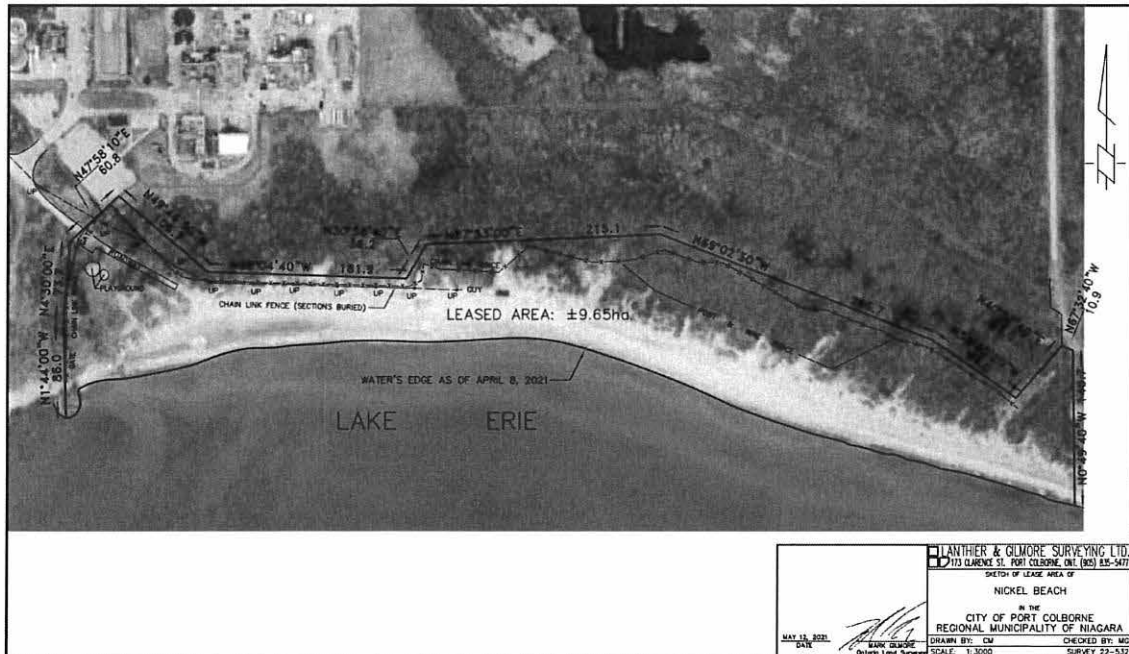
Name:
Title:

Schedule A – Legal Description

The Leased Premises for part of the following lands described on PIN 64457-0155 (LT):

LT 1 W/S DAVIS ST, 2 W/S DAVIS ST, 3 W/S DAVIS ST, 4 W/S DAVIS ST, 1 E/S MITCHELL ST, 2 E/S MITCHELL ST, 3 E/S MITCHELL ST, 4 E/S MITCHELL ST, 6 N/S LAKE ST, 7 N/S LAKE ST PL 849; WATER LT IN FRONT OF LT 24 CON 1 HUMBERSTONE; PT PARKLT 1 S/S DURHAM ST, 2 S/S DURHAM ST, 3 S/S DURHAM ST, 4 S/S DURHAM ST, 5 S/S DURHAM ST PL 849; PT LT 24-26 CON 1 HUMBERSTONE AS IN HU9797 EXCEPT SRO PT 1, 2, 3, 4, 5, 6, 7, 8, 59R5789 AND SRO PARTS 1 & 2 59R16580; PT DAVIS ST, LAKE ST PL 849 CLOSED BY PC10991, PC10992, RO98484, RO349371, AKA LAKE RD CLOSED BY RO98484; PT WATER LT IN FRONT OF LT 25 CON 1 HUMBERSTONE; PT WATER LT IN FRONT OF LT 26 CON 1 HUMBERSTONE; PT RDAL BTN LOTS 24 AND 25 CON 1 HUMBERSTONE CLOSED BY HU9948 S OF DURHAM ST AS IN AA7582, HU10054, HU9797, HU9796, HU10122, PC8668, PC10990, RO98485, PT 1, 59R2975, HU9793 EXCEPT HU10055, S/T & T/W RO549364; S/T RO322910; PORT COLBORNE

Schedule B – Sketch



LANTHER & GILMORE SURVEYING LTD. 113 CLARENCE ST. PORT COLBORNE, ONT. (NOS) E2-5477	
SKETCH OF LEASE AREA OF NICKEL BEACH	
IN THE CITY OF PORT COLBORNE REGIONAL MUNICIPALITY OF NIAGARA	
MAY 18, 2021 DATE	DRAWN BY: CM CHECKED BY: MG
MARK GILMORE Ontario Land Surveyor	SCALE: 1:5000 SURVEY E2-557



TOWN OF AJAX
65 Harwood Avenue South
Ajax ON L1S 3S9
www.ajax.ca

The Honorable Doug Ford
Premier of Ontario
Legislative Building Queen's Park
Toronto ON M7A 1A1
premier@ontario.ca

Sent by E-Mail

October 22, 2025

Re: Provincial Decision on Automated Speed Enforcement (ASE)

The following resolution was passed by Ajax Town Council at its meeting held on October 20, 2025:

Whereas, the Province of Ontario filed enabling regulations in December 2019, to prescribe the locations, fines, and signage for municipalities to utilize Automated Speed Enforcement Cameras (ASE) as a tool to address speeding and improve public safety; and

Whereas, the Province's ASE legislative framework, together with provincial encouragement in 2019, has led municipalities such as Ajax to implement ASE technology to improve safety, reduce speeding, and prevent serious collisions and fatalities; and

Whereas, the Provincial government, through the Ministry of Transportation, is responsible for the legislation, regulations and program standards governing municipal ASE programs; and

Whereas, some cities have implemented ASE programs without appropriate restraint, Ajax is part of the vast majority of municipalities who have implemented best practices endorsed by the Ministry of Transportation and the Ontario Traffic Council - including speed thresholds, advanced signage and public notification of ASE camera locations - that prioritize public safety while also ensuring transparency in the program, resulting in safer roads; and

Whereas, consistent with local, regional, national and international research, the Town of Ajax's ASE program has resulted in significant reductions in speed, increased speed compliance in Community Safety and School Zones, and

changes in driver behaviour as outlined in the October 23, 2023, Council report titled “Automated Speed Enforcement (ASE) Program Update”; and

Whereas, the Town of Ajax has not generated any net revenue from the Automated Speed Enforcement program. However, the Town has made considerable investments into resources and infrastructure to support this program, and entered into service agreements that cannot easily be cancelled; and

Whereas, despite clear evidence and proven results from municipalities like Ajax, municipalities were caught off guard by the Premier’s sudden announcement to cancel ASE programs across the province, made without adequate notice and consultation; and

Whereas, the Premier’s concerns regarding ASE can be addressed through amendments to provincial legislation, regulations and program standards that enable municipalities to utilize ASE within prescribed guidelines, without an outright ban on the technology; and

Whereas, on September 10, 2025, Mayor Collier wrote a letter to Premier Doug Ford calling on the continuation of ASE and offered to meet to highlight how these programs can be implemented with appropriate restraint and serve as valuable tools for improving safety that are supported by local residents.

Therefore, be it resolved:

1. That Ajax Council formally opposes the Province’s decision to abruptly cancel ASE, a public safety tool enabled through provincial regulations in December 2019; and
2. That Ajax Council requests the Provincial government to amend their legislation, regulations, and program standards governing ASE as follows:
 - a) Restrict the use of ASE to School locations
 - b) Use of ASE in areas that do not contain schools must be approved by the Minister of Transportation, supported by data clearly Internal demonstrating the need and a description of why alternative traffic calming measures are not suitable for the location.
 - c) Develop a revised fee schedule for ASE tickets that reduces the cost for lower speed infractions while maintaining higher penalties for excessive speeding and stunt driving
 - d) Develop new signage to include language indicating that the location is speed camera enforced

- e) Develop more visible ASE signage that includes the speed limit
 - f) That the Ministry of Transportation provide greater oversight and enforcement of Municipal ASE programs through regular audits; and
3. That should the provincial government proceed with banning the use of ASE despite Ajax and other municipalities immediate actions to address concerns and requests to work collaboratively with the Province and other municipalities to continue these programs, the Province be requested to reimburse municipalities for all costs incurred to implement ASE program; and
 4. That a copy of this resolution be sent to the Doug Ford, Premier of Ontario, Prabmeet Sarkaria, Minister of Transportation, Rob Cerjanec, MPP for Ajax, local MPPs across the Region of Durham, John Henry, Chair of the Regional Municipality of Durham, the Regional Municipality of Durham, all Ontario Municipalities, the Association of Municipalities of Ontario (AMO), the Ontario Association of Chiefs of Police (OACP), and the Ontario Traffic Council.

CARRIED

If you require further information please contact me at 365-885-6983 or Thomas.street@ajax.ca

Sincerely,



Thomas Street
Manager of Legislative Services/Deputy Clerk

Copy: Regional Councillor S. Lee
Councillor R. Tyler Morin
Hon. Prabmeet Sarkaria, Minister of Transportation
Rob Cerjanec, Ajax MPP
Durham Region Local MPPs
Durham Regional Chair John Henry
The Regional Municipality of Durham
All Ontario Municipalities
Association of Municipalities of Ontario
Ontario Association of Chiefs of Police
Ontario Traffic Council

Memorandum

To: City Council

From: Erik Acs, Chief Planner and Kelly Martel, Planning Manager

Date: October 28th, 2025

Re: Council Workshop- New Official Plan

The consulting team retained by the City to undertake the New Official Plan will attend the Council meeting on October 28, 2025 to:

- Launch the technical work program for the New Official Plan;
- Introduce key themes identified through the preliminary work completed to date;
- Seek input from Council on some of the key areas of focus to inform the development of the Official Plan going forward; and,
- Outline next steps for the project

The presentation will be attached to the Council agenda and provided to Council. Following the meeting, if there are any further questions or comments for consideration, Council is encouraged to reach out to planning staff to share feedback or request additional information as needed. Staff will ensure that all input is documented and considered as part of the ongoing work program.

Moved by:
Seconded by:

THAT this memo, along with the presentation by the consulting team regarding the New Official Plan be received for information; and,

THAT staff be directed to continue to work with the consulting team to advance the Official Plan project.

CARRIED

The Corporation of the City of Port Colborne

By-law No. _____

**Being a By-law to Authorize Entering into a Lease Amending Agreement
with the Vale Canada Limited regarding Nickel Beach**

Whereas at its meeting of October 28, 2025, the Council of The Corporation of the City of Port Colborne (Council) approved the recommendations of Recreation and Tourism Department Report 2025-200, Subject: Nickel Beach Lease Agreement - Amendment; and

Whereas Council is desirous of entering into a lease amending agreement with Vale Canada Limited for the purposes of removing a portion of land from the premises at Nickel Beach which Vale is seeking to sell; and

Whereas the *Municipal Act*, 2001 S.O. 2001, c.25, as amended, confers broad authority on municipalities to enter into such agreements;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. That The Corporation of the City of Port Colborne (Tenant) enters into a Lease Amending Agreement with Vale Canada Inc.,(Landlord) for the purposes of removing a portion of land from the premises at Nickel Beach, which is identified in the Lease Amending Agreement as: Part 1 on the sketch prepared for the severance application shown in Schedule “B-1” and Schedule “B-2”.
2. That the Mayor and the Acting City Clerk be and they are hereby authorized and directed to sign the said agreements, attached hereto as Schedule “A”, together with any documents necessary to complete the conditions of the said agreements and the City Clerk is hereby authorized to affix the Corporate Seal thereto.
3. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this by-law.

Enacted and passed this 28th day of October, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk

THIS 1st LEASE AMENDING & EXTENDING AGREEMENT is made as of the 29th day of October 2025, pursuant to the Short Forms Leases Act, R.S.O. 1990, c S-11, as amended

B E T W E E N :

VALE CANADA LIMITED
(Hereinafter called the "Landlord")
PARTY OF THE FIRST PART

- and -

THE CORPORATION OF THE CITY OF PORT COLBORNE
(Hereinafter called the "Tenant")
PARTY OF THE SECOND PART

WHEREAS by Lease dated the 1st day of January 2019, (the "Original Lease" attached hereto and marked as Schedule "A" forming part of this Agreement), the Parties agreed to terms by which the Tenant would occupy certain Leased Premises owned by the Landlord for a Term of twenty (20) years, from the 1st day of January 2019, until the 31st day of December, 2039.

AND WHEREAS the Landlord is seeking to dispose of a small portion of land comprised within the Leased Premises. The portion of land that the Landlord desires to sell is identified as Part 1 on the sketch prepared for the severance application, a copy of which is attached hereto and marked as Schedule "B" forming part of this Agreement.

AND WHEREAS the parties mutually agree that the Lease is hereby amended to remove the portion of land that the Landlord desires to sell and more specifically, the lands identified as Part 1 on the sketch prepared for the severance application, as shown on Schedule "B" and that such lands are hereby specifically excluded from the Leased Premises.

AND WHEREAS the parties mutually agree that Schedule "A" to the Original Lease is hereby amended to exclude the lands identified as Part 1 on the sketch prepared for the severance application shown on Schedule "B", as such lands shall no longer form part of the Leased Premises.

WITNESSETH THAT the Parties hereto agree as follows:

LEASED PREMISES

- 1.0 That the definition of Leased Premises in the Original Lease (a copy of which is attached hereto and marked as Schedule "A" forming part of this First (1st) Lease Amending & Extending Agreement) is hereby amended to remove the description of the area identified as Part 1 on the sketch prepared for the severance application, a copy of which is attached hereto and marked as Schedule "B-1" forming part of this Agreement.
- 1.1 That the lands identified as Part 1 on the sketch prepared for the severance application shown on Schedule "B-1", shall no longer form part of the Leased Premises.
- 1.2 That the Tenant shall commission a new survey of the Leased Premises excluding the lands identified on Schedule "B-1" being Part 1 on the sketch prepared for the severance application and such new survey shall replace the existing Schedule "A" to the Original Lease in its entirety and shall be incorporated as the updated Schedule "A" to the Original Lease.
- (a) That the new survey of the Leased Premises commissioned by the Tenant shall conform to the legal description and boundaries shown in Schedule "B-1", and the resulting Leased Premises shall be as depicted in Schedule "B-2", excluding Part 1. The Tenant's survey shall clearly delineate the updated boundaries, and Part 1 shall be excluded from the new survey of the Leased Premises.
- (b) That the Tenant shall provide a copy of the aforementioned draft survey, to the Landlord for the Landlord's prior review and written approval, following which the parties shall execute an amendment to this Agreement to update Schedule "A" to the Original Agreement to reflect the new survey of the Leased Premises.
- (c) That, for clarity, both the original 2021 sketch (Schedule "B-1" to the Original Lease), which identifies the Leased Premises, and the new severance sketch identifying Part 1—prepared by the third-party purchaser for the severance application—shall be attached to this Agreement as Schedules "B-1" and "B-2". Part 1, as shown in the severance sketch, shall no longer form part of the Leased Premises, as it is to be disposed of to a third party. The Tenant shall continue to Lease the remainder of the lands identified in the original 2021 sketch, excluding the portion identified as Part 1.
- (d) That the new survey commissioned by the Tenant shall clearly delineate the boundaries of the remaining leased lands which shall form the Leased Premises following the severance.

GENERAL

- 2.0 Article 15.1 – "Certain Rules of Interpretation" is hereby amended to include the following definitions:

Agreement means the Original Lease, including this 1st Lease Amending and Extending Agreement and all Schedules attached thereto, along with any amendments or extensions thereof.

Party or Parties means a party or the parties to this Agreement.

OTHER

3.0 The Landlord and Tenant agree that all other terms and conditions of the Original Lease, (as amended) shall remain the same.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day, month, and year first above written.

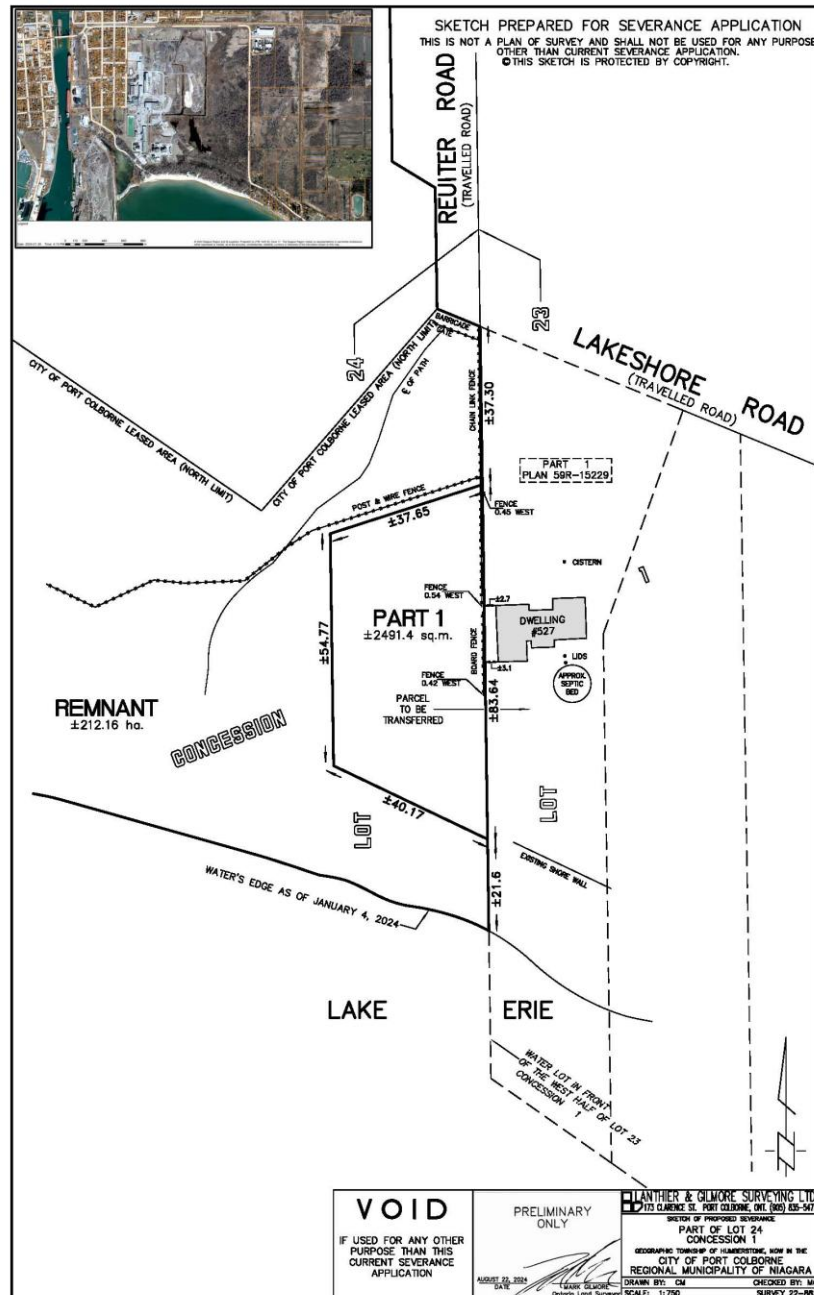
SIGNED, SEALED and DELIVERED
In the presence of:

) VALE CANADA LIMITED
)
) Per: _____
) Name:
) Title:
) I have authority to bind the corporation.
)
) **THE CORPORATION OF THE CITY OF PORT**
) **COLBORNE**
)
) Per: _____
) Name:
) Title:
) I have authority to bind the corporation.

Schedule "A" – Original Lease
(16 pages)

Schedule "B-1"

Lands identified as Part 1 on the sketch prepared for the severance application are specifically excluded from the Leased Premises



Schedule "B-2"

Lands identified as Part 1 on the sketch prepared for the severance application are specifically excluded from the Leased Premises



The Corporation of the City of Port Colborne

By-law No. _____

**Being a to Re-Establish a System for Administrative Penalties for
Non-Parking Offences within The City of Port Colborne
and to Repeal By-law Nos. 6902/50/21, 7060/05/23, 7104/46/23,
7140/82/23, 7190/13/24, 7192/15/24, 7194/17/24, 7243/65/24, and
7325/16/25**

Whereas sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "Municipal Act") authorizes the City of Port Colborne to pass by-laws necessary and desirable for municipal purposes; and

Whereas section 434.1(1) of the *Municipal Act* provides that a municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under this Act; and

Whereas section 434.1(2) of the *Municipal Act* provides that the purpose of a system of administrative penalties established under this section shall be to assist the municipality in promoting compliance with its by-laws; and

Whereas Section 15.4.1 of the *Building Code Act, 1992*, S.O. 1992, c.23, as amended, authorizes a municipality to pass a by-law that may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the *Building Code Act, 1992*, as amended, or an order of an officer authorized under 15.2(2) or 15.3, 2017, c.34, Sched. 2, s.10 of the *Building Code Act, 1992*, as amended; and

Whereas the City of Port Colborne considers it desirable to enforce and seek compliance with designated by-laws or portions thereof through an administrative monetary penalty system;

Whereas the Municipal Council of the City of Port Colborne passed By-law No. 6902/50/21 on June 14, 2021, Being a By-law to Establish a System for Administrative Penalties for Non-Parking Offences within the City of Port Colborne; and

Whereas there have been a number of amendments to By-law No. 6902/50/21 by By-law Nos. 7060/05/23, 7104/46/23, 7140/82/23, 7190/13/24, 7192/15/24, 7194/17/24, 7243/65/24, and 7325/16/25; and

Whereas at its meeting of September 23, 2025, the Council of The Corporation of

the City of Port Colborne approved the recommendations of the Community Safety & Enforcement Department Report 2025-190, Subject: Short-Term Rental Accommodations Licensing By-law, including administrative monetary penalties in relation thereto; and

Whereas the City of Port Colborne considers it desirable and necessary to consolidate By-law No. 6902/50/21, as amended, to Re-Establish a System for Administrative Penalties for Non-Parking Offences within the City of Port Colborne, as amended, and to include penalties relating to Short-Term Rentals licensed by the City;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1.0 Short Title and Scope

- 1.1** The Short Title of this by-law is the “Administrative (Non-Parking) Penalty By-Law.”
- 1.2** This By-law applies to all Designated By-laws.
- 1.3** The *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended continues to apply to Designated By-laws.
- 1.4** In carrying out their duties under this By-law, Screening Officers and Hearing Officers do not have jurisdiction to consider any question relating to the validity of a statute, regulation or by-law, including but not limited to constitutional questions.

2.0 Definitions

- 2.1** The following terms are defined for the purposes of this by-law:
- 2.2** “**Administrative Fee**” means any fee specified in this by-law listed in Schedule “A” of this by-law;
- 2.3** “**Administrative Penalty**” means a monetary penalty as set out in the Schedule “B” to this by-law and approved by Council for a contravention of a Designated By-law;
- 2.4** “**By-law**” means this by-law and any Schedule attached hereto as they may from time to time be amended;
- 2.5** “**City**” means The Corporation of the City of Port Colborne;
- 2.6** “**Clerk**” means the municipal Clerk of the City;

- 2.7 **“Council”** means the elected Council of the City;
- 2.8 **“Designated By-law”** means a by-law, or provision of a by-law that is designated under this or any other by-law, as a by-law or provision of a by-law to which this By-law applies and is listed in Schedule “B” attached to this By-law;
- 2.9 **“Director”** means the Director of Community Safety and Enforcement or his or her designate;
- 2.10 **“Hearing Officer”** means the Hearing Officer appointed by Council from time to time pursuant to the Screening and Hearing Officer By-law and as may be amended or replaced;
- 2.11 **“Officer”** means each of:
- i. the Director;
 - ii. a Municipal Law Enforcement Officer appointed by or under the authority of a City by-law to enforce a Designated By-law;
 - iii. a police officer;
 - iv. a Fire Prevention Officer appointed by or under the authority of a City by-law to enforce a Designated By-law; and
 - v. a licensed agent of the Niagara SPCA appointed by or under the authority of a City by-law to enforce a Designated By-law.
- 2.12 **“Penalty Notice”** means a notice given to a Person pursuant this by-law;
- 2.13 **“Penalty Notice Date”** means the date specified on the Penalty Notice;
- 2.14 **“Penalty Notice Number”** means the number specified on the Penalty Notice;
- 2.15 **“Person”** includes an individual partnership, association, firm or corporation.
- 2.16 **“Request for Screening Form”** means the request form that must be filed by a Person under this By-law to request a screening;
- 2.17 **“Request for a Hearing Form”** means the request form that must

be filled out by a Person under this By-law to request a hearing;

2.18 “Screening Decision” means a decision made by a Screening Officer;

2.19 “Screening Officer” means a person who performs the functions of a Screening Officer in accordance with this By-law;

3.0 Designated By-laws

3.1 City by-laws, or portions thereof, that are listed in Schedule “B” of this By-law shall be and are hereby designated as Designated By-laws.

3.2 The provisions of this By-law may apply to any contravention of a Designated By-law as set out in the attached Schedules.

4.0 Penalty Notice

4.1 Every Person who contravenes a provision of a Designated By-law shall be liable, upon the issuance of a Penalty Notice, to pay to the City an Administrative Penalty in the amount specified in Schedule “B” of this By-law.

4.2 An Officer who has reason to believe that a Person has contravened any provision of a Designated By-law may issue a Penalty Notice to the Person.

4.3 The Director may, before 4:00 pm of the tenth (10th) day after a Penalty Notice Date, cancel an Administrative Penalty.

4.4 A Penalty Notice shall include the following information:

- a) the date of the contravention;
- b) the date of the issuance of the Penalty Notice;
- c) the location of the contravention;
- d) name of Person to whom the notice is issued;
- e) Penalty Notice Number;
- f) particulars of the contravention;
- g) the amount of the Administrative Penalty;

- h) such information as the Director determines is appropriate respecting the process by which the Person may exercise the right to request a review of the Administrative Penalty;
- i) a statement advising that an Administrative Penalty will, unless cancelled or reduced pursuant to the review and appeal processes, constitute a debt of the Person to the City; and
- j) signature of the Officer.

5.0 Review by Screening Officer

5.1 A person who is given a Penalty Notice shall:

- a) pay the Administrative Penalty within 15 days; or
- b) request that the Administrative Penalty be reviewed by a Screening Officer.

5.2 A Person's right to request a review expires if it has not been exercised in the manner prescribed in Subsection 5.4 before 4:00 p.m. on the fifteenth (15th) day after the Penalty Notice Date.

5.3 A Person's right to request an extension of the time to request a review expires if it has not been exercised in the manner prescribed in Subsection 5.4 before 4:00 p.m. on the thirtieth (30th) day after the Penalty Notice Date at which time:

- a) the Person shall be deemed to have waived the right to request a review;
- b) the Administrative Penalty shall be deemed to be affirmed; and
- c) the Administrative Penalty shall not be subject to review, including review by any Court.

5.4 A Person's right to request a review or to request an extension of time to request a review are exercised by giving to the City written notice of the request to review by:

- a) submitting a Request for Screening Form available at the City's web page as set out in the Penalty Notice, by mail, fax or email and scheduling the time and place for the review; or
- b) attending in person at the location listed on the Penalty

Notice to complete a Request for Screening Form and scheduling the time and place for the review.

5.5 The Request for a Screening Form shall include the following Information:

- a) the Penalty Notice Number;
- b) the Person's mailing address and, if applicable, facsimile transmission number and e-mail address;
- c) in the case of a request to extend the time to request a review, the reasons, if any, for having failed to exercise the right to request a review within the time limit prescribed in this By-law;
- d) particulars of all grounds upon which the request to review is based; and
- e) the Person's election to:
 - i. meet with a Screening Officer for the review in person or virtually, or
 - ii. have the review undertaken by a Screening Officer in writing in respect of the particulars provided by the Person.

5.6 Where the Person elects to meet with a Screening Officer, the Person shall be given notice of the date, time, place and/or mode the review by facsimile, e-mail or mailing address as provided by the Person in the Request for Screening Form.

5.7 Where the Person elects to meet with a Screening Officer and the Person fails to appear at the time and place scheduled for a review or fails to remain at such place until the Screening Officer has made a Decision respecting the Administrative Penalty:

- a) the Person shall be deemed to have abandoned the request for the review;
- b) the Administrative Penalty shall be deemed to be affirmed;
- c) the Administrative Penalty shall not be subject to review, including review by any Court; and
- d) the Person shall pay to the City a Fee – Screening No-Show.

5.8 Subject to Subsection 5.3 and 5.7, the Screening Officer may:

- a) deny an extension of time for a review in which case the Administrative Penalty is deemed to be affirmed; or
- b) grant an extension of time for a review.

5.9 For the purposes of Section 5.8 b), the Screening Officer may only extend the time to request a review of an Administrative Penalty where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.

- a) cancel, reduce or extend the time for payment of the Administrative Penalty and any Administrative Fees respecting that Administrative Penalty, where the Screening Officer is satisfied that doing so would maintain the general intent and purpose of the Designated By-law and that:
 - i. there is reason to doubt that the Person contravened the Designated By-law;
 - ii. the Person took all reasonable steps to prevent the contravention; or
 - iii. that the cancellation, reduction or extension of the time for payment is necessary to relieve undue financial hardship.

5.10 After a Review is complete, the Screening Officer shall serve the Person with a Screening Decision.

6.0 Appeal to Hearing Officer

6.1 A Person who has received a decision from a Screening Officer may appeal to a Hearing Officer against the Screening Decision.

6.2 A Person's right to appeal expires if it has not been exercised in the manner prescribed in Subsection 6.4 before 4:00 p.m. on the fifteenth (15th) day after the Screening Decision Date.

6.3 A Person's right to request an extension of the time to appeal expires if it has not been exercised in the manner prescribed in Subsection 6.4 before 4:00 p.m. on the thirtieth (30th) day after the Screening Decision Date at which time:

- a) the Person shall be deemed to have waived the right to appeal;

- b) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be affirmed; and
- c) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be final and not subject to any further review, including review by any Court.

6.4 A Person's right to request an Appeal of a Screening Officer's decision or to request an extension of time to Appeal to a Hearing Officer are exercised by giving to the City written notice by:

- a) submitting a Request for Hearing Form available at the City's web page as set out in the Penalty Notice by mail, fax or email and scheduling the time and place for the review; or
- b) attending in person at the location listed on the Penalty Notice to complete a Request for Hearing Form and scheduling the time and place for the review.

6.5 The Request for Hearing Form shall include the following Information:

- a) the Penalty Notice Number;
- b) the Person's mailing address, fax or email address;
- c) in the case of a request to extend the time to appeal, the reasons, if any, for having failed to exercise the right to appeal within the time limit prescribed by Subsection 6.4;
- d) particulars of all grounds upon which the Appeal is made; and
- e) a copy of the Person's completed Request for Screening Form and the Screening Decision of the Screening Officer.

6.6 The Person shall be given no fewer than seven (7) days' notice of the date, time and place of the hearing of the appeal.

6.7 A request for Hearing or a request for an extension of time appeal shall only be scheduled by the City if the Person has submitted the request within the time limits set out in Subsections 6.4 and 6.5.

6.8 Where the Person fails to appear at the time and place scheduled for a hearing of the Appeal:

- a) the person shall be deemed to have abandoned the Appeal;

- b) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be affirmed;
- c) the Screening Decision and the Administrative Penalty as it may have been affected by the Screening Decision shall be deemed to be final and are not subject to any further review or appeal, including review or appeal by any Court; and
- d) the Person shall pay to the City the Fee – Hearing No-Show.

6.9 A Hearing Officer shall not make any decision respecting an Appeal unless the Hearing Officer has given each of the Person, the Director, and the Officer who gave the Penalty Notice an opportunity to be heard at the time and place scheduled for the hearing of the Appeal.

6.10 A Hearing Officer may amend a simple error or omission on the Penalty Notice provided the amendment is minor in nature and the appellant is given an opportunity to be heard on the request to amend.

6.11 Subject to Subsections 6.3 and 6.8 the Hearing Officer may:

- a) deny an extension of time for a Hearing in which case the Administrative Penalty including any Administrative Fees are deemed to be affirmed;
- b) grant an extension of time for a Hearing.
 - i. for the purposes of Subsection 6.11(a) the Hearing Officer may only extend the time to request a Hearing of an Administrative Penalty where the Person demonstrates, on a balance of probabilities, the existence of extenuating circumstances that warrant the extension of time.
- c) affirm, cancel, or vary the Screening Officer's Decision and extend the time for payment of the Administrative Penalty, including any Administrative Fee, on the following grounds:
 - i. where the Person establishes on a balance of probabilities, that he or she did not contravene the Designated By-law as described in the Penalty Notice; or
 - ii. where the Person establishes on a balance of

probabilities, that the reduction or extension of time for payment of the Administrative Penalty including any Administrative Fee, is necessary to relieve any undue hardship.

6.12 All hearings conducted by the Hearing Officer shall be in accordance with the *Statutory Powers and Procedures Act*, R.S.O. 1990, c. S.22, as amended.

6.13 After a hearing is complete, the Hearing Officer shall immediately serve the Person with a Hearing Decision.

6.14 The decision of a Hearing Officer is final.

7.0 Service of Documents or Notice

7.1 Service of any document or notice, including a Penalty Notice, under this By-law may be given in any of the following ways, and is effective:

- a) when a copy is immediately served on the Person to whom it is addressed;
- b) on the fifth (5th) day after a copy is sent by registered mail or by regular letter mail to the Person's last known address;
- c) upon the conclusion of the transmission of a copy by facsimile transmission to the Person's last known facsimile transmission number; or
- d) upon the sending of the notice or document or a copy thereof by e-mail transmission to the Person's last known e-mail address.

7.2 For the purpose of Subsection 7.1(b), (c) and (d), a Person's last known address, last known facsimile transmission number and last known e-mail address are deemed to include those provided by the Person pursuant to Subsections 5.5(b) and 6.5(b).

7.3 Any notice or document respecting this By-law to be given to the City shall be in writing, shall be given in any of the following ways, and is effective:

- a) When a copy is delivered to the City Clerk at the City's municipal offices at 66 Charlotte Street during normal business hours;
- b) on the fifth (5th) day after a copy is sent by registered mail

or by regular letter mail to “Parking Administrative Penalties Att: Clerk, City of Port Colborne, 66 Charlotte Street, Port Colborne, ON L3K 3B3”;

- c) upon conclusion of the transmission of a copy by facsimile transmission to (905) 835-2939; or
- d) upon the sending a Request for Screening by e-mail transmission to: ampsappeals@portcolborne.ca

8.0 Financial Administration

- 8.1** No Officer may accept payment of the Administrative Penalty.
- 8.2** An Administrative Penalty constitutes a debt to the City of each Person to whom or to which the Penalty Notice was given.
- 8.3** Where a Person has paid an Administrative Penalty or an Administrative Fee that is then cancelled or reduced pursuant to this By-law, the City shall refund the amount cancelled or reduced.
- 8.4** Where an Administrative Penalty or any Administrative Fee respecting that Administrative Penalty are not paid within fifteen (15) days after the date that they become due and payable, a Person to whom the Penalty Notice was given shall pay to the City a Fee – Late Payment.
- 8.5** Where a Person provides a payment to the City for payment of any Administrative Penalty or Administrative Fee, which has insufficient funds available in the account on which the instrument was drawn, shall pay to the City a Fee – NSF.

9.0 Administration

- 9.1** The Director shall administer this By-law and establish any practices, policies and procedures necessary to implement this By-law and may amend such practices, policies and procedures from time to time as the Director deems necessary.
- 9.2** The Director shall prescribe all forms and notices, including the Penalty Notice, necessary to implement this By-law and may amend such forms and notices from time to time as the Director deems necessary.
- 9.3** The Director may designate areas within the City for conducting screening reviews and hearings under this By-law.

10.0 General Provisions

- 10.1** If an Administrative Penalty is paid, then a person is deemed to have waived their right to a review or appeal, and the matter is not subject to any further review or appeal including review or appeal by a Court.
- 10.2** Where an Administrative Penalty is cancelled by a Screening Officer or Hearing Officer, any Administrative Fee(s) are also cancelled.
- 10.3** A Person claiming financial hardship under this By-law shall provide documented proof of the financial hardship to the Director, the Screening Officer or the Hearing Officer, as applicable.
- 10.4** Any schedule attached to this By-law forms part of this By-law.

11.0 Complaints and Comments

- 11.1** Complaints and comments respecting the administration of the City's system of Administrative Penalties may be given to the Director. The Director can consider each such complaint or comment in relation to the Director's consideration of opportunities for improvements to the City's system of Administrative Penalties.

12.0 Validity

- 12.1** If a court or tribunal of competent jurisdiction declares any provision or part of a provision of this By-law to be illegal or unenforceable, then that particular provision or provisions or part of the provision shall be severed and the remainder of this By-law shall continue to remain in full force and shall be valid and enforceable to the fullest extent permitted by law.

13.0 Repeal

- 13.1** By-law Nos. 7060/05/23, 7104/46/23, 7140/82/23, 7190/13/24, 7192/15/24, 7194/17/24, 7243/65/24, and 7325/16/25 are hereby repealed.

14.0 Correcting Clause

- 14.1** The Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical,

grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this by-law.

15.0 Effective Date

15.1 This by-law shall come into force and take effect on the day that it is passed by Council.

Enacted and passed this 28th day of October, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk

SCHEDULE “A”**CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW NO. ____/____/____ ADMINISTRATIVE FEES**

The table below lists the Administrative Fees as defined in Section 1.2 of this By-law

Administrative Fee Description	Fee Amount
Late Payment Fee	\$25.00
NSF Fee	\$30.00
Screening Non-Appearance Fee	\$100.00
Hearing Non-Appearance Fee	\$250.00
NOTE: Fees listed in Schedules to this By-law will be subject to Harmonized Sales Tax (H.S.T) where applicable.	

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
BOULEVARD & SNOW REMOVAL BY-LAW NO. 7008/46/22

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 3.1	Owner/Person permit objects or materials on boulevard	\$250	\$500	\$1000
2.	Section 3.2	Owner/Person permit objects or materials on boulevard that restricts sight lines	\$250	\$500	\$1000
3.	Section 3.3	Owner/Person permit snow deposited obstruct fire hydrant, waterbox or mailbox	\$250	\$500	\$1000
4.	Section 3.4	Object material within 0.45m to sidewalk	\$250	\$500	\$1000

Schedule “B”

5.	Section 3.5	Fail to maintain grass on boulevard	\$250	\$500	\$1000
6.	Section 3.6	Alter boulevard	\$250	\$500	\$1000
7.	Section 3.10	Damage/construct/re-construct a sidewalk/curb/apron driveway/boulevard/culvert/ditch/signage	\$250	\$500	\$1000
8.	Section 4.1	Fail to clear snow or ice off a sidewalk	\$200	\$400	\$800
9.	Section 4.2	Fail to address slippery sidewalk	\$200	\$400	\$800
10.	Section 4.3	Fail to remove snow or ice from a roof	\$200	\$400	\$800
11.	Section 4.4 (b)	Place snow on a highway	\$200	\$400	\$800
12.	Section 4.4 (c)	Obstruct drainage to a catch basin	\$200	\$400	\$800
13.	Section 4.5 (a)	Damage a sidewalk/boulevard	\$200	\$400	\$800
14.	Section 4.5 (b)	Allow use of vehicle to plow wider than sidewalk being plowed	\$200	\$400	\$800

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
CONTROL OF CATS BY-LAW NO. 4949/5/07

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1	Section 3	Allow/Permit Cat to be at large	\$300	\$600	\$1200
2	Section 4 (1)(a)	Allow/Permit cat to defecate on private property	\$300	\$600	\$1200
3	Section 4 (1)(a)	Allow/Permit cat to defecate in any public place	\$300	\$600	\$1200

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
DISCHARGE OF FIREARMS BY-LAW NO. 7026/63/22

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1	Section 8	Discharge a firearm or bow not in accordance with the By-law	\$300	\$600	\$1200
2	Section 9	Discharge a Firearm within the Defined Area	\$300	\$600	\$1200
3	Section 9.1	Discharge a Bow within the Defined Area without established safety measures	\$300	\$600	\$1200
4	Section 10	Discharge a Firearm outside the defined area without owner’s permission	\$300	\$600	\$1200
5	Section 10 a	Discharge a Firearm greater than a No 2 lead shot	\$300	\$600	\$1200

Schedule “B”

6	Section 10 b	Discharge a bullet/shot/bolt/ar row/quarrel over property boundary	\$300	\$600	\$1200
7	Section 10.1	Discharge High Calibre Rifle with The City	\$300	\$600	\$1200
8	Section 10.2	Discharge for purposes of detonating a Reactive Shooting Target	\$300	\$600	\$1200
9	Section 11 a	Discharge within a 150m of a dwelling	\$300	\$600	\$1200
10	Section 11 b	Discharge in a private or public park or public open space	\$300	\$600	\$1200
11	Section 11 c	Discharge on premises of Educational property or religious institution	\$300	\$600	\$1200
12	Section 11 d	Discharge on all areas fronting Lake Erie measured from waters edge	\$300	\$600	\$1200

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
DOG CONTROL BY-LAW NO. 4930/155/06

- 1.6 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.7 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.8 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.9 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.10 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 3(a)(vi)	Fail to provide sufficient shelter for an animal	\$325	\$650	\$1300
2.	Section 4(a)	Fail to keep dog in sanitary conditions	\$325	\$650	\$1300
3.	Section 5(a)	Permit dog to bark/howl excessively	\$325	\$650	\$1300
4.	Section 5(b)(i)	Fail to keep dog from chasing/biting/attacking any person	\$455	\$910	\$1820

Schedule “B”

5.	Section 5(b)(ii)	Fail to keep dog from chasing/biting/attacking any domestic animal	\$455	\$910	\$1820
6.	Section 5(b)(ii)	Fail to keep dog from fighting with another dog	\$455	\$910	\$1820
7.	Section 5(b)(iii)	Permit dog to damage public property	\$325	\$650	\$1300
8.	Section 5(b)(iv)	Permit dog to trespass on private property	\$260	\$520	\$1040
9.	Section 6(h)	Transfer dog licence	\$130	\$260	\$520
10.	Section 6(i)	Fail to keep dog license fixed on dog	\$98	\$196	\$392
11.	Section 6(l)	Fail to obtain dog license	\$130	\$260	\$520
12.	Section 7(a)	Permit dog to run at large	\$325	\$650	\$1300
13.	Section 8(a)	Fail to leash dog	\$325	\$650	\$1300
14.	Section 10 (a)	Use of leghold trap	\$260	\$520	\$1040
15.	Section 11(c)(i)(A)	Fail to keep vicious dog leashed	\$520	\$1040	\$2080
16.	Section 11(c)(i)(B)	Fail to keep vicious dog muzzled	\$650	\$1300	\$2600
17.	Section 11(c)(ii)	Fail to keep vicious dog confined	\$520	\$1040	\$2080
18.	Section 11(c)(iii)	Fail to display vicious dog sign	\$130	\$260	\$520
19.	Section 11(d)	Fail to microchip vicious dog	\$260	\$520	\$1040

Schedule “B”

20.	Section 14(a)	Fail to remove dog feces	\$195	\$390	\$780
21.	Section 15(a)	Fail to allow officer to inspect	\$130	\$260	\$520
22.	Section 16(a)	Did keep more than three dogs	\$325	\$650	\$1300

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
ENCROACHMENT BY-LAW NO. 6665/29/19

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 6 (a)	Place encroachment on municipal property without consent	\$364	\$728	\$1456
2.	Section 6 (b)	Place encroachment on municipal property contrary to terms and conditions	\$364	\$728	\$1456

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
FENCE BY-LAW NO. 5510/107/10

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

ITEM	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 3.1	Construct fence prohibited by By-law	\$224	\$448	\$896
2.	Section 3.1	Permit to be constructed fence prohibited by By-law	\$224	\$448	\$896
3.	Section 3.1	Maintain fence prohibited by By-law	\$224	\$448	\$896
4.	Section 3.2(i)	Construct closed fence higher than 0.75m within sight triangle	\$186	\$372	\$744
5.	Section 3.2(i)	Permit to be constructed closed fence higher than 0.75m within sight triangle	\$186	\$372	\$744

Schedule “B”

6.	Section 3.2(i)	Maintain closed fence higher than 0.75m within sight triangle	\$186	\$372	\$744
7.	Section 3.2(ii)	Construct open fence higher than 1.0m within sight triangle	\$140	\$280	\$560
8.	Section 3.2(ii)	Permit to be constructed open fence higher than 1.0 within sight triangle	\$140	\$280	\$560
9.	Section 3.2(ii)	Maintain open fence higher than 1.0 within sight triangle	\$140	\$280	\$560
10.	Section 3.3.1(i)	Construct closed fence higher than 1.0m within front yard	\$186	\$372	\$744
11.	Section 3.3.1(i)	Permit to be constructed closed fence higher than 1.0m within front yard	\$186	\$372	\$744
12.	Section 3.3.1(i)	Maintain closed fence higher than 1.0m within front yard	\$186	\$372	\$744
13.	Section 3.3.1(ii)	Construct open fence higher than 1.25m within front yard	\$186	\$372	\$744
14.	Section 3.3.1(ii)	Permit open fence higher than 1.25m within front yard	\$186	\$372	\$744
15.	Section 3.3.1(ii)	Maintain open fence higher than 1.25m within front yard	\$186	\$372	\$744
16.	Section 4.1	Construct barbed wire fence in residential zone	\$196	\$392	\$784

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17.	Section 4.1	Permit to be constructed barbed wire fence in residential zone	\$196	\$392	\$784
18.	Section 4.1	Maintain barbed wire fence in residential zone	\$196	\$392	\$784
19.	Section 4.2	Construct fence composed of tires	\$118	\$236	\$472
20.	Section 4.2	Permit to be constructed fence composed of tires	\$118	\$236	\$472
21.	Section 4.2	Maintain fence composed of tires	\$118	\$236	\$472
22.	Section 5.1	Construct privacy screen contrary to regulations	\$118	\$236	\$472
23.	Section 5.1	Permit to be constructed privacy screen contrary to regulations	\$118	\$236	\$472
24.	Section 5.1	Maintain privacy screen contrary to regulations	\$118	\$236	\$472
25.	Section 6.1	Construct fence not in good repair	\$118	\$236	\$472
26.	Section 6.1	Permit to be constructed fence not in good repair	\$118	\$236	\$472
27.	Section 6.1	Maintain fence not in good repair	\$118	\$236	\$472
28.	Section 6.1	Construct privacy screen not in good repair	\$118	\$236	\$472
29.	Section 6.1	Permit to be constructed privacy screen not in good repair	\$118	\$236	\$472

Schedule “B”

30.	Section 6.1	Maintain privacy screen not in good repair	\$118	\$236	\$472
31.	Section 6.1	Construct privacy screen not in good repair	\$118	\$236	\$472
32.	Section 6.1	Permit to be constructed privacy screen not in good repair	\$118	\$236	\$472
33.	Section 6.1	Maintain privacy screen not in good repair	\$118	\$236	\$472
34.	Section 6.2	Construct fence not using suitable materials	\$118	\$236	\$472
35.	Section 6.2	Permit to be constructed fence not using suitable materials	\$118	\$236	\$472
36.	Section 6.2	Maintain fence not using suitable materials	\$118	\$236	\$472
37.	Section 6.3	Construct electric fence not in Agriculture or rural zone	\$286	\$572	\$1144
38.	Section 6.3	Permit to be constructed electric fence not in Agricultural or rural zone	\$286	\$572	\$1144
39.	Section 6.3	Maintain electric fence not in Agricultural or rural zone	\$286	\$572	\$1144
40.	Section 9.2	Obstruct Officer	\$280	\$572	\$1144

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
FIREWORKS BY-LAW NO. 6613/68/18

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 1</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 4.1	Store Fireworks contrary to By-law	\$352	\$704	\$1408
2.	Section 4.1	Sell Fireworks contrary to By-law	\$352	\$704	\$1408
3.	Section 4.2	Store prohibited Fireworks	\$384	\$768	\$1536
4.	Section 4.2	Sell prohibited Fireworks	\$384	\$768	\$1536

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
FOULING OF ROADS BY- LAW NO. 7242/64/24

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

Section	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
4.1 (a)	Cause or permit the Fouling, obstructing, encumbering or injuring any City Road or drain, ditch or culvert.	\$500	\$1000	\$2000
4.1 (b)	Cause or permit the erecting, installing, placing or maintaining any item wholly or partly upon, in, under or over a City Road.	\$500	\$1000	\$2000
4.1 (c)	Cause or permit the hanging or maintaining of any gate, door, or other thing in such a manner as to allow it to swing over any part of a City Road	\$500	\$1000	\$2000
4.1 (d)	Place or expose, or cause or permit to be placed or exposed, any merchandise or articles of any kind upon a City road	\$500	\$1000	\$2000

Schedule “B”

4.2 (a)	Owner of Property transport, drive, guide or operate any animal, any type of Vehicle or equipment in a manner that Fouls, obstructs, encumbers or otherwise injures a City Road	\$500	\$1000	\$2000
4.2 (b)	Owner of Property cause or permit any animal, any type of Vehicle or equipment to Foul, obstruct, encumber or otherwise injure a City Road	\$500	\$1000	\$2000
5.2	Fail to comply with an Order	\$500	\$1000	\$2000
5.4	Fail to forthwith remove or cause to be removed any Deposit from a City Road and remedy Fouling	\$500	\$1000	\$2000
5.5	Fail to forthwith remedy injury to a City Road	\$500	\$1000	\$2000
5.7	Hinder or obstruct, or attempt to hinder or obstruct, any authorized employee or agent authorized to enforce this By-law	\$500	\$1000	\$2000

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
LODGING HOUSE BY-LAW NO. 7324/15/25

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 3.1	Operate Lodging House without a valid license	\$750	\$1500	\$3000
2.	Section 3.2	Operate a Lodging House, not in compliance with applicable law	\$750	\$1500	\$3000
3.	Section 3.3	Advertise, operate or carry on business under name not on license	\$750	\$1500	\$3000

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4.	Section 3.4	Fail to comply with term or condition of license	\$750	\$1500	\$3000
5.	Section 3.5	Fail to comply with Order	\$750	\$1500	\$3000
6.	Section 12.4	Hinder or obstruct, or attempt to hinder or obstruct, any authorized employee or agent authorized to enforce this By-law	\$750	\$1500	\$3000

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
LOT MAINTENANCE BY-LAW NO. 7193/16/24

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 3.1	Permit/have refuse on land	\$400	\$800.00	\$1600.00
2.	Section 3.2	Fail to enclose excavation with temporary barrier (122cm / 48 inches) high	\$400	\$800.00	\$1600.00
3.	Section 3.3	Fail to drain accumulated water over (30 cm / 12 inches) deep	\$400	\$800.00	\$1600.00
4.	Section 3.4	Deposit refuse on private property	\$400	\$800.00	\$1600.00
5.	Section 3.5	Deposit refuse on City property	\$400	\$800.00	\$1600.00

Schedule “B”

6.	Section 3.6	Fail to locate refuse containers in accordance with by-law	\$400	\$800	\$1600
7.	Section 3.7	Fail to maintain water in swimming pool in accordance with by-law	\$400	\$800	\$1600
8.	Section 3.8	Fail to maintain water in hot tub/water feature/artificial pond in accordance with by-law	\$400	\$800	\$1600
9.	Section 3.9	Fail to clear land of refuse when required by City	\$400	\$800	\$1600
10.	Section 3.10	Fail to clear buffer strip	\$400	\$800	\$1600
11.	Section 3.11	Fail to clear grass in excess of 15cm	\$400	\$800	\$1600
12.	Section 3.12	Fail to clear/spray for poison ivy/poison oak	\$400	\$800	\$1600
13.	Section 3.17	Fail to comply with Work Order	\$400	\$800	\$1600
14.	Section 3.18	Fail to park/store/ house a vehicle /boat trailer/ recreation vehicle/ conveyance on an improved surface	\$400	\$800	\$1600
15.	Section 3.19	Store items in Partially Enclosed Structure may deteriorate due to weather	\$400	\$800	\$1600

Schedule “B”

16.	Section 3.19	Store items in Partially Enclosed Structure may create environment for pests to gather/nest	\$400	\$800	\$1600
17.	Section 3.22	Fail to comply with firewood provisions	\$400	\$800	\$1600
18.	Section 3.23	Permit/allow grasses and weeds in contravention of By-law	\$400	\$800	\$1600

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
NOISE BY-LAW NO. 4588/119/04

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u> Designated Provision	<u>COLUMN 2</u> Short Form Wording	<u>COLUMN 3</u> Administrative Penalty Tier 1	<u>COLUMN 4</u> Administrative Penalty Tier 2	<u>COLUMN 5</u> Administrative Penalty Tier 3
1.	Section 4(3) Schedule 2 (2)	Emit noise from any electronic device for the amplification of sound, in a residential zone at any time	\$201	\$402	\$804
2.	Section 4(3) Schedule 2 (4)	Emit noise from operating any construction equipment in a residential area 7 p.m. to 7 a.m.	\$335	\$670	\$1340

Schedule “B”

3.	Section 4(3) Schedule 2 (10)	Permit persistent barking, whining or other persistent animal noises	\$168	\$336	\$672
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Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
PROPERTY STANDARDS BY-LAW NO. 7189/12/24

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same Person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same Person(s) within a one (1) year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 4.1	Fail to keep yard free and clean from dead/damaged/decayed/diseased/ tree (s)	\$750	\$1500	\$3000
2.	Section 6.1	Fail to keep vacant building clear of garbage, rubbish, and debris	\$1000	\$2000	\$4000
3.	Section 6.2	Fail to prevent unauthorized entrance to vacant building	\$1000	\$2000	\$4000
4.	Section 6.10	Fail to repair or demolish damaged building within the time frame	\$1000	\$2000	\$4000
5.	Section 6.12	Fail to prevent unauthorized entrance to damaged building	\$1000	\$2000	\$4000
6.	Section 6.14	Fail to keep building exterior walls free from of unsafe objects	\$1000	\$2000	\$4000

Schedule “B”

7.	Section 6.19	Fail to remove building of smoke damage/ other defacement and ensure surfaces refinished	\$1000	\$2000	\$4000
8.	Section 8.4.1	Fail to comply with by-law standards prescribed	\$1250	\$2500	\$5000
9.	Section 8.4.2	Fail to comply with final and binding order	\$1250	\$2500	\$5000
10.	Section 8.4.3	Fail to produce any documents or things required by an Officer	\$350	\$700	\$1400

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
SEWER AND DRAINAGE WORKS BY-LAW NO. 5228/134/08

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 6.2(12)	Failed to provide access for inspection, maintaining, repairing, modifying, or replacing a service connection.	\$400	\$800	\$1600
2.	Section 6.2(13)	Failed to provide access for inspection to ensure compliance with the By-law.	\$400	\$800	\$1600

Schedule “B”

3.	Section 6.2(14)	Hindered a Corporation Officer or Agent in the exercise of a power of duty under the By-law.	\$400	\$800	\$1600
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Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
SHORT-TERM RENTAL ACCOMMODATION LICENSING BY-LAW NO. 7388/79/25

Penalty Fees

Type	Penalty
Order pursuant to Section 444 of the Municipal Act (<i>Order to discontinue activity</i>)	\$300
Order pursuant to Section 445 of the Municipal Act (<i>Work order</i>)	\$500
Order pursuant to Section 446 of the Municipal Act (<i>Remedial action</i>)	\$700 + costs incurred + 15% administration fee
Operate without a business license	\$2,000
Obstruct an Officer	\$500

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
SIGN BY-LAW NO. 4738/120/90

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

ITEM	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 3.1.1	Erect sign not in accordance with the by-law	\$500	\$1000	\$2000
2.	Section 3.1.1	Erect sign without obtaining a permit	\$500	\$1000	\$2000
3.	Section 3.1.1	Permit sign to be erected without obtaining a permit	\$500	\$1000	\$2000
4.	Section 3.1.7	Fail to maintain sign in proper state of repair	\$500	\$1000	\$2000
5.	Section 3.1.9	Fail to remove sign where directed by Chief Building Official	\$500	\$1000	\$2000

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
SWIMMING BY-LAW NO. 5339/94/09

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.3 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.4 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.5 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 3.1.1	Erect swimming pool without obtaining a permit	\$202	\$404	\$808
2.	Section 3.1.1	Construct swimming pool without obtaining a permit	\$202	\$404	\$808
3.	Section 3.1.1	Install swimming pool without obtaining a permit	\$126	\$252	\$504
4.	Section 4.1.2 (i)	Fail to erect safe fence	\$189	\$378	\$756
5.	Section 4.1.2 (i)	Fail to maintain safe fence	\$189	\$378	\$756

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS -
TREE BY-LAW NO. 6175/01/15

- 1.6 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.7 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in Column 1.
- 1.8 Column 3 in the following table sets out the administrative penalty amounts that are payable for contraventions of the designated provisions listed in Column 1.
- 1.9 Column 4 ("Administrative Penalty Tier 2") sets out the Administrative Monetary Penalty amounts that are payable for a second (2nd) contravention of the designated provisions listed in Column 1 by the same person(s) within a six (6) month period since the penalty notice was issued for the first (1st) contravention of the designated provision in Column 1.
- 1.10 Column 5 ("Administrative Penalty Tier 3") sets out the Administrative Monetary Penalty amounts that are payable for a third (3rd), or greater, contravention of the designated provisions listed in Column 1 by the same person(s) within a one (1)year period since the previous penalty notice was issued for the second (2nd) or greater, contravention of the of the designated provision in Column 1.

<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrative Penalty Tier 3
1.	Section 4 (1)(a)	Injure/destroy tree on City property	\$530	\$1060	\$2120
2.	Section 4 (1)(b)	Remove tree on City property	\$318	\$636	\$1272
3.	Section 4 (3)	Trim tree on City property without permission	\$212	\$424	\$848
4.	Section 5 (1)	Plant tree on City property	\$318	\$636	\$1272

Schedule “B”

CITY OF PORT COLBORNE ADMINISTRATIVE PENALTY
(NON-PARKING) BY-LAW – DESIGNATED BY-LAW PROVISIONS
VACANT BUILDING REGISTRY BY-LAW NO. 7192/15/24

- 1.1 Column 1 in the following table lists the provisions in the corresponding by-law that are hereby designated for the purpose of establishing an administrative monetary penalties system.
- 1.2 Column 2 in the following table sets out the short form wording to be used in a Penalty Notice for the contravention of the designated provisions listed in column 1.
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<u>ITEM</u>	<u>COLUMN 1</u>	<u>COLUMN 2</u>	<u>COLUMN 3</u>	<u>COLUMN 4</u>	<u>COLUMN 5</u>
	Designated Provision	Short Form Wording	Administrative Penalty Tier 1	Administrative Penalty Tier 2	Administrativ e Penalty Tier 3
1.	Section 8.1	Fail to Register Vacant Building	\$750	\$1500	\$3000
2.	Section 8.4	Fail to conduct and provide required inspections	\$750	\$1500	\$3000

Schedule “B”

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VACANT BUILDING REGISTRY BY-LAW NO. 7192/15/2446

The Corporation of the City of Port Colborne

By-law No. _____

Being a by-law to Adopt, Ratify and Confirm the proceedings of the Council of The Corporation of the City of Port Colborne at its Regular Meeting of October 28, 2025

Whereas Section 5(1) of the *Municipal Act, 2001*, provides that the powers of a municipality shall be exercised by its council; and

Whereas Section 5(3) of the *Municipal Act, 2001*, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the City of Port Colborne be confirmed and adopted by by-law;

Now therefore the Council of The Corporation of the City of Port Colborne enacts as follows:

1. Every action of the Council of The Corporation of the City of Port Colborne taken at its Regular Meeting of October 28, 2025, upon which a vote was taken and passed whether a resolution, recommendations, adoption by reference, or other means, is hereby enacted as a by-law of the City to take effect upon the passing hereof.
2. That where no individual by-law has been or is passed with respect to the taking of any action authorized in or with respect to the exercise of any powers by the Council, then this by-law is deemed for all purposes to be the by-law required for such authorization or exercise of any powers.
3. That the Mayor and Clerk are authorized to execute any documents required on behalf of the City and affix the corporate seal of the City and the Mayor and Clerk, and such other persons as the action directs, are authorized and directed to take the necessary steps to implement the action.
4. That the Clerk is authorized to affect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical, or descriptive nature to this by-law or its schedules after the passage of this by-law.

Enacted and passed this 28th day of October, 2025.

William C. Steele
Mayor

Charlotte Madden
City Clerk